

RALEIGH-DURHAM AIRPORT AUTHORITY

REQUEST FOR PROPOSAL

FOR

INTERIOR PLANT SERVICES

The Raleigh-Durham Airport Authority (Authority) invites firms that may be interested in providing interior plant services to the Authority in various terminal and other facility locations at Raleigh-Durham International Airport (RDU or Airport)

to submit proposals for furnishing such services. The Authority will select and retain one contractor to provide interior plant services.

The firm selected for this Service will have recent, similar experience on projects of comparable scope and scale to the Authority's interior plant requirements .

It is the policy of the Authority that neither the Authority, its contractors, service providers, subcontractors nor vendors, shall discriminate on the basis of race, color, religion, national origin, or gender in the award and performance of contracts, subcontracts and purchases. The Authority has established a Minority and Women-Owned Small Business Program (MWSB Program) to encourage equal opportunity for MWSBs to compete for employment as contractors, subcontractors, suppliers and service providers. It is also the Authority's policy to remove barriers which may exist for MWSBs to compete for contracts, subcontracts and procurement awarded by the Authority. Additional information concerning the Authority's MWSB Program may be found on the internet at <http://www.rdu.com/business/smallbusiness.html>.

The Authority awards contracts without regard to race, religion, color, creed, national origin, gender, age or handicapping condition. The Authority's contracts are subject to the requirements of North Carolina law, and this contract will be awarded in accord therewith. The Authority does not intend to apply federal or state grant funds to this contract.

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The MWSB Goals for MWSB participation on this contract represent the total dollars that will be spent with MWSBs as a percentage of the total contract amount, including any change orders and contingency. In accordance with the MWSB Program, the Authority will require that the selected firm must either meet the MWSB goals or demonstrate that the proposer has made sufficient good faith efforts to meet the MWSB goals. The MWSB goals are as follows:

minority-owned businesses - _____ woman-owned small businesses - _____

A non-mandatory Pre-proposal Conference will be held at 1:00 p.m. on Wednesday February 4th, 2015 at the Authority's Maintenance Facility located at 200 Haleys Branch Rd. RDU Airport, North Carolina 27623. The purpose of the Pre-proposal Conference is to review the Service, the scope of services in this solicitation, provide an opportunity for oral inquiries, and provide an overview of the selection process. The MWSB Workshop will offer firms that are considering the submittal of proposals on this Service an opportunity to meet with other firms, including MWSB's, that may be interested in providing services that would augment the potential proposer's team. Sealed proposals shall be transmitted so as to be received by the Authority not later than 4:30 p.m. on February 20th, 2015. Proposals received after this time will be returned to proposer unopened.

Service Particulars and scope of work

Interior plants are located in General Aviation Terminal, Maintenance Building, RDU Center, Terminal One, Terminal Two and the Parking Garage Atrium. All of which are owned and operated by the Authority. The service involves but is not limited to furnishing and installing the interior and exterior plants and containers in locations previously noted. The Contractor shall also provide on-site maintenance services for all leased and Authority-owned plants. These services include planting, watering, fertilizing, mulching, pruning, trimming, straightening, rotating, leaf removal, weeding, insect

and disease treatment, cleaning and dusting, and any other provision needed to maintain healthy and attractive plants. The frequency of maintenance visits shall be “as needed” to maintain the appearance of all plant material, containers, and beds, but shall be no less than once each week. The full Scope of work is attached to the Request for proposal as well as the interior plant agreement. The contractor is required to obtain badges for personnel working in required badged areas.

Process Schedule*

Pre-Proposal Conference: February 4th, 2015 1:00 PM

Deadline for Submitting Written Inquiries February 6th, 2015 1:00 PM

Submission of Proposals: February 20th, 2015 no later than 4:30 PM

Contractor Selection Interviews if necessary: February 26th, 2015 Time TBD

Staff Report to Authority on Highest-ranked Firms: March 6th, 2015

Award Services Contract: March 19th, 2015

*Dates subject to change

Submittal Requirements

Each firm desiring to respond to this solicitation shall submit to the Authority a proposal for providing services to the Authority for the service. Proposals shall be composed so as to relate to the type of services requested in this solicitation.

Submit two (2) original and one (1) electronic copies (in pdf format) using appropriate electronic media (flash drive, CD/DVD) of the proposal. Proposals shall be bound and in 8-1/2-inch by 11-inch format with information organized as indicated hereinafter. Proposals shall be limited to fifty (50) 8½" x 11" pages, (25 pages if printed front and back), not

including cover, table of contents, tabs, (11" x 17" Z-fold pages may be used when necessary and will count as two pages.) Proposals shall be written in 12-point font size. The information contained in the proposals shall be organized as indicated hereinafter. Submittals that do not meet these requirements may be rejected as non-responsive. Each proposal package should be clearly identified as Interior Plant Services.

Proposals shall be transmitted so as to be received by the Authority not later than February 20th 2015 4:30 PM.

Address mailed proposals to:

Raleigh-Durham Airport Authority
Attn: Andy Thompson, Purchasing Officer
P.O. Box 80001
RDU Airport, NC 27623

Address hand-delivered and express-delivered proposals to:

Raleigh-Durham Airport Authority
Attn: Andy Thompson, Purchasing Officer
1000 Trade Drive
Raleigh-Durham International Airport
Morrisville, NC 27560

Include the following information in proposals:

Section 1. A concise letter of interest. In the letter, indicate interest in providing the services requested in this solicitation, name the proposing firm and list all proposed sub-contractors including firm name, office location, service provided, and indicate the name, address, and telephone and email address of the designated contact for the proposing firm. (The “proposing firm” is the firm that if selected will enter into contract with the Authority.)

Section 2. A description in narrative form of the makeup and structure of the proposer’s team including names of proposed sub-contractors (if any), locations (city and state) of offices where primary work elements will be performed, and names of persons who will be assigned key responsibilities and brief description of those responsibilities. Identify the individual who will serve as the proposer’s contract manager. This individual will be involved on a daily basis in the services to be provided for the service (as opposed to an administrative or managing associate of the firm), will be the proposer’s primary contact and liaison with Authority staff during the service and will so be identified in the agreement with the Authority. Also, include a graphical representation in organizational chart form indicating the structure of the proposer’s team.

Section 3. A brief history of the proposing firm and each proposed sub-contractor if any and general description of services provided by the proposing firm and each proposed sub-contractor. Please include MWSB status concerning all qualified MWSB firms and any firms who may be seeking MWSB status at the time of submission of the proposal.

Section 4. Provide current and historical annual volume of total work and airport-related work performed; current and past names of firm; date and state of incorporation or organization.

Section 5. A listing of at least three (3) projects that demonstrate relevant experience for

the services requested in this solicitation. The projects listed should indicate involvement by key personnel in Section 2. Submit separate lists for the proposing firm and each proposed sub-contractor. For each project listed include a brief description of the service, the name and address of the service owner, the name and telephone number (current) of an owner's representative familiar with the firm's performance on the service, the scope of services provided by the firm, the firm's role in the service such as prime contractor, sub-contractor, etc..

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Section 6. A concise description of the proposer's perception of and approach to the service.

In this section proposers should focus on demonstrating their overall knowledge of interior plants and plant scape design as it relates to the Authority's service.

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Section 7. Attached forms are provided to supplement information offered by the contractor in previous sections. These forms must be completed and incorporated as part of section seven of the proposal.

Exhibit A: Scope of Work

Attachment 1: Plant Schedule

Attachment 2: Container Schedule

Attachment 3 Location Maps

Attachment 4: Badge Fees

Exhibit B: Proposer Information

Exhibit C: References Form

Exhibit D: Proposal Pricing

Objectivity

It is inappropriate for firms competing for this professional services contract, including their agents and potential sub-contractors, to lobby Authority Board members or staff during the entire selection process, from the date the solicitation is issued through the date on which the Authority acts on the staff recommendation regarding the selected firm. Accordingly, potential respondents (including sub-contractors) interested in this engagement are instructed not to conduct activities of any nature that may be perceived as attempts to promote themselves or influence the outcome of the selection process.

The Authority is interested in maximizing the opportunities for firms to compete for roles in the subject services contract and to submit proposals offering the highest qualified teams.

Accordingly, the Authority discourages firms interested in being selected for this engagement from entering into formal or informal agreements that limit subcontracting opportunities by other firms or result in exclusive subcontracting arrangements with other firms.

Selection Process

Upon receiving documentation submitted by firms desiring to be considered by the Authority for provision of services, the Authority's staff will begin reviewing proposals. During this process, questions and/or requests for clarification or provision of supplemental information may be directed to respondents as necessary. The objective of the staff evaluation will be to thoroughly evaluate the qualifications and capabilities of each respondent.

Based on evaluation of the submittals, Authority staff may select a limited number of firms for further consideration and conduct interviews with these selected firms.

Authority staff will recommend a selected firm and first and second alternates to the President & CEO based on the results of the review of proposals, client reference checks, and interviews. The President & CEO will consider the staff recommendation and will recommend a selected firm and first and second alternates to the Airport Authority. The Airport Authority will authorize staff to negotiate an appropriate agreement including service fees with the selected firm. If a satisfactory agreement cannot be negotiated with the selected firm, then discussions with that firm will be terminated and initiated with the first alternate. If a satisfactory agreement cannot be negotiated with the first alternate, then discussions with that firm will be terminated and initiated with the second alternate.

Selection Criteria

Selection criteria include, but are not necessarily limited to, the following:

Responsiveness of the proposal to the Submittal Requirements in this solicitation.

Depth and breadth of experience of the proposing firm and proposed sub-contractors on other services which are similar in nature.

Qualifications and experience of the proposed service manager.

Qualifications and experience of other key personnel.

Level of satisfaction expressed by other clients with the proposed personnel, the proposing firm, and proposed sub-contractors.

Perception of and approach to the service.

Adherence to the Objectivity instruction included in this solicitation.

Efforts to include MWSB Participation on this service contract.

Pricing responsiveness in relation to scope of work

Such other matters as may be relevant.

General Information

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The Authority reserves the right to proceed or not proceed with this service or any part thereof.

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The Authority shall not be responsible in any manner for any cost or expenses associated with the preparation or submission of proposals or preparation for or participating in interviews.

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Upon receipt by the Authority, the proposals submitted, including any and all attachments to the proposals, shall become the property of the Authority.

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The Authority shall have the right to copy, reproduce, or otherwise dispose of each proposal received.

The Authority shall be free to use as its own, without payment of any kind or liability thereof, any idea, scheme, technique, suggestion, layout, or plan received during the selection process.

◦

The Authority shall reserve the right to approve all proposed sub-contractors, modify roles of proposed sub-contractors and/or require additional sub-contractors.

◦

The Authority's form of agreement will be used for services requested through this solicitation.

◦

The Authority shall become the legal owner of all documents prepared by the selected firm under the terms of the agreement; however, this ownership will not extend to proprietary information or other data in the selected firm's lawful possession prior to execution of the agreement.

Question and Inquiries Regarding the Service, the Selection Process, this Solicitation, and any Related Matters

Direct questions and inquiries regarding the service, the selection process, this solicitation, or any related matters to Andy Thompson at andy.thompson@rdu.com . Authority staff will not meet individually

with potential proposers or potential sub-contractors to discuss the service, the selection process, or this solicitation.

Direct questions and inquiries regarding MWSB matters including the process for qualifying as a MWSB, current listings of certified MWSB firms, and other MWSB-related matters, to the Authority's MWSB Program Officer, Ms. Thiane Edwards, at thiane.edwards@rdu.com .

End of Request for Proposals

**SERVICE AGREEMENT BETWEEN
THE RALEIGH-DURHAM AIRPORT AUTHORITY AND**

FOR INTERIOR PLANTSCAPE SERVICES

THIS AGREEMENT, made and entered into this ____ day of ____ by and between the RALEIGH-DURHAM AIRPORT AUTHORITY, a public body chartered by the General Assembly of North Carolina under Chapter 168 of the 1939 Session Laws, as amended, whose address is 1000 Trade Drive, Post Office Box 80001, RDU Airport, North Carolina, 27623, hereinafter referred to as the "Authority," and _____ whose address is _____ hereinafter referred to as the "Contractor"

WITNESSETH:

THAT WHEREAS, the Authority desires to obtain the services of the Contractor to provide and install the interior and exterior plants and containers specified as in Exhibit A The Contractor shall provide on-site maintenance services needed for all leased and Authority-owned plants to maintain healthy and attractive plants.

WHEREAS, the Contractor has represented to the Authority that it is fully qualified to provide and capable of providing such services in a competent manner; and

WHEREAS, the Authority desires to engage the Contractor to provide such services.

NOW, THEREFORE, the Authority and the Contractor, for and in consideration of the mutual covenants and agreements hereinafter set forth, do hereby agree as follows:

I. SCOPE OF SERVICES AND TERM

Subject to the provisions for early termination as set forth herein, the Contractor agrees that it will perform the services enumerated in the scope of work attached hereto as Exhibit A and incorporated herein by reference (the “Scope of Work”) for a term of three (3) years with two (2) one (1) year optional extensions beginning _____ through _____ (the “Term”). The maximum payment for the Term is set forth in Section II(a). All work shall be diligently performed by the Contractor in an economical, expeditious and professional manner.

II. PAYMENTS

(a) All prices for Materials and Maintenance Services, as stated in Exhibit D, shall remain in effect for the full term of the Agreement, without escalation, unless otherwise stipulated. At the end of the original term of the agreement and provided an extension is agreed upon, the Authority will allow an escalation of line item pricing based on the percentage of change from May 2015 to November 2017 in the Consumer Price Index (CPI-U) US City Average in the expenditure category of other goods and services. Such pricing increases shall be fully justified, in writing, by the Contractor to the satisfaction of the Authority. Any and all such increases must be documented in writing by Change Order prior to becoming effective.

(b) The Authority will pay the Contractor for services rendered by its personnel associated with the performance of the Scope of Services in the maximum amount of _____

(c) A monthly invoice shall be submitted by the Contractor to the Authority within thirty (30) days following completion of services. The invoice shall detail each fee, materials and services subject to the limitations described herein. The invoice shall be accompanied by such documentation as may be requested by the Authority to fully support the claims for payment made. The invoice shall include a record of payments to Minority and Women-Owned Small Businesses (“MWSB”), as applicable. Credit for previous payments on account by the Authority

shall be recognized on the invoice. Any items that are disputed by the Authority will be so identified by the Authority. The Authority shall pay the undisputed amount certified by the Contractor within thirty (30) days of receiving the invoice. An invoice shall not be deemed past due until not paid within fifteen (15) days thereafter. All charges shall be billed after services are rendered.

(c) In the event that the Authority disputes the Contractor's invoice(s) and documentation, or any portion thereof:

- (1) the Authority will identify the disputed items and pay any undisputed items pursuant to Section II(b);
- (2) if services are not complete, the Contractor shall continue to perform the Scope of Services and to meet the requirements of this Agreement, even in the absence of an agreement regarding the disputed items;
- (3) the parties may reserve all rights related to the disputed items;
- (4) the parties shall negotiate the disputed items in good faith;
- (5) at any time during said negotiations, either of the parties may refer the matter to a North Carolina certified mediator agreed upon by the parties; and
- (6) any disputed item that is not resolved during negotiations and/or mediation may be referred to the Wake County Superior Court for resolution, which shall have exclusive jurisdiction.

(d) The Contractor's final invoice shall be so-identified, shall state the total amount which the Contractor claims to be due, and shall reflect that the Contractor will have received full compensation for all services pursuant to this Agreement upon payment of such invoice by the Authority. Said final invoice shall be submitted by the Contractor to the Authority within thirty (30) days after the date of the final services provided by Contractor to the Authority. The Contractor's acceptance of payment pursuant to such final invoice shall constitute a full release

of the Authority for any and all claims and payments due or claimed to be due by the Contractor under this Agreement. The maximum payment and/or the maximum fees detailed in Section II(a) are subject to adjustment under Section IV for any expansions or reductions in the scope of work authorized by the Authority pursuant to Section III. Under no circumstances will the Authority provide any payments to the Contractor in excess of the maximum payment as detailed herein except as provided in Section III.

III EXPANSION/REDUCTION OF SCOPE OF WORK

(a) The Authority may, at any time, change the Scope of Work to meet its needs. In the event that such a change would reduce or increase the payment(s) due the Contractor as detailed in Section II, the Authority shall notify the Contractor in writing by change order request not later than thirty (30) days before it is to be made, clearly describing the same therein, and request that the Contractor submit to the Authority within ten (10) business days of receipt of said notice a written statement setting forth the amount of the reduction or increase in cost the Contractor believes is associated with such change, supported by such documentation related thereto as may be requested by the Authority. The Authority shall review the Contractor's statement of cost and documentation, and shall notify the Contractor in writing of its approval or rejection of such statement, or any part thereof, within ten (10) business days following receipt of said statement. In the event that the Authority rejects the Contractor's statement of cost, or any portion thereof:

- (1) the Authority may proceed to change the Scope of Work, or any portion thereof, even in the absence of an agreement regarding the resulting reduction or increase in the payment(s) due to the Contractor;
- (2) the parties may reserve all rights related to the change in the Scope of Work and the resulting reduction or increase in the payment(s) due to the Contractor;

- (3) the parties shall negotiate the resulting reduction or increase in the payment(s) due to the Contractor in good faith;
- (4) at any time during said negotiations, either of the parties may refer the matter to a North Carolina certified mediator agreed upon by the parties; and
- (5) any dispute related to the change in the Scope of Work and the resulting reduction or increase in the payment(s) due to the Contractor that is not resolved during negotiations and/or mediation may be referred to the Wake County Superior Court for resolution, which shall have exclusive jurisdiction.

(b) The Contractor shall not be entitled to payment on account of any services except those set forth in Exhibit A unless prior to commencement of any additional services it shall have (1) submitted to the Authority a written statement of cost with respect to the proposed additional services in the form required by the Authority and (2) received written approval and instructions from the Authority to undertake such additional services. In no event shall the Contractor alter the Scope of Services without the Authority's prior written approval.

IV. ADJUSTMENTS TO PAYMENTS

(a) If the Scope of Services is reduced by the Authority in accordance with Section III hereof, the Maximum Payment which may be paid to the Contractor shall be decreased by the amount of the reduction in the payments due the Contractor as shown in the statement required to be furnished to and approved in writing by the Authority pursuant to Section III of this Agreement.

(b) If additional services by the Contractor are requested and approved by the Authority in accordance with Section III hereof, the Maximum Payment which may be paid the Contractor shall be increased by the amount of the payments due for such additional work as shown in the

statement required to be furnished to the Authority and approved in writing by the Authority pursuant to Section III of this Agreement.

V OWNERSHIP OF WORK PRODUCT

This section intentionally left blank

VI. INSURANCE AND INDEMNITY

The Contractor's services shall be performed as expeditiously as is consistent with reasonable professional skill and care and the orderly progress of the Scope of Services. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Authority, its officers, agents and employees, from and against claims, damages, losses, liabilities and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance of the Contractor's services pursuant to this Agreement to the extent caused in whole or in part by negligent acts or omissions of the Contractor. Notwithstanding the foregoing, neither party hereto shall be liable to the other for any indirect, special or consequential damages, including but not limited to lost profits and loss of use.

(a) The Contractor shall carry and maintain during the life of this Agreement the following insurance with the minimum limits indicated:

(1) Commercial General Liability and Property Damage

\$1 million per occurrence

\$2 million aggregate

(2) Umbrella Excess Liability

Landside Operations: Excess coverage on insurance required in (1) and (2) above in the amount of \$1,000,000

(3) Workers' Compensation / Employer's Liability

\$500,000/\$500,000/\$500,000 bodily injury by accident or disease

(b) The Authority shall be designated as an additional insured on the General Liability policy for ongoing operations as well as products and completed operations. All policies will contain a waiver of subrogation in favor of the Authority. Liability policies shall be primary and non-contributory. Prior to the provision of any services pursuant to this Agreement, the Contractor shall submit: (i) Certificates of Insurance, acceptable to the Authority, confirming that the insurance coverages required by this Agreement are in place; (ii) an endorsement(s) stating that the coverages will not be cancelled, terminated or allowed to expire without the Authority being provided at least thirty (30) days prior written notice; and (iii) an endorsement(s) or policy declaration(s) stating that the Authority is named as an additional insured. When requested by the Authority, the Contractor shall provide additional evidence of insurance demonstrating that the required policies are in force throughout the Term and any Option Period

VII. TERMINATION

The Authority may terminate this Agreement at any time for any reason upon written notice to the Contractor, which notice shall be effective upon the later of the date stated therein or the date the notice is received by the Contractor. No additional Services shall be performed by the Contractor after the termination date stated in the notice. In the event of such termination, the Contractor's charges to the Authority shall be limited to the charges for the Services theretofore satisfactorily rendered and expenses theretofore incurred or committed and not able to be avoided pursuant to the terms contained herein. The Contractor may terminate this Agreement only upon prior written request to and receipt of written permission from the Authority, in which case the immediately preceding sentence shall apply.

VIII. ENTIRE AGREEMENT

This Agreement, including all attachments hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether oral or written, between the parties hereto with respect to such subject matter. This Agreement may be modified only by written agreement between the Contractor and the Authority.

IX. ASSIGNMENT

Neither the rights nor the obligations of either party arising under this Agreement shall be transferred or assigned without the prior written consent of the other party.

X. SUCCESSORS AND ASSIGNS

All covenants and agreements in this Agreement by or on behalf of either of the parties hereto shall bind the successors and assigns of such party and shall inure to the benefit of the successors and assigns of the other party.

XI. CONSTRUCTION OF AGREEMENT

In the event of any conflict between the terms of this Agreement and the terms of any document attached hereto and incorporated herein by reference, this Agreement shall control and the conflicting provision of the attachment shall, to the extent of the conflict, be null and void. The headings contained in this Agreement are for reference only and shall not affect the rights or obligations of either of the parties hereunder. The term “Authority” shall mean and include the Authority and its Board, officers, employees and agents, and the term “Contractor” shall mean and include the Contractor, its employees, suppliers and agents.

XII. GOVERNING LAW

This Agreement and the duties, responsibilities, obligations and rights of the respective parties hereunder shall be governed by the laws of the State of North Carolina. The exclusive venue for any action between the Authority and Contractor arising out of or in connection with this Agreement shall be in Wake County, North Carolina.

XIII. INDEPENDENT CONTRACTOR

In the performance of this Agreement, it is agreed by and between the parties hereto that the Contractor shall be acting as an independent contractor and not as an employee of the Authority.

XIV. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with all applicable federal, state and local laws, codes and regulations, including the ordinances, rules, policies, bulletins, notices, directives and regulations of the Authority, the Transportation Security Administration, and the U.S. Customs and Border Protection Service as amended from time to time. Nothing in this Agreement shall be construed to conflict with any applicable Federal, state or local law, code or regulation, including the ordinances, rules, policies, bulletins, notices, directives and regulations of the Authority, the Transportation Security Administration, and the U.S. Customs and Border Protection Service as amended from time to time.

XV. RIGHTS AND REMEDIES

During the term of the Agreement, when the Authority's Representative determines that Materials and/or Services are not within compliance of the terms of this Agreement written notice of noncompliance shall be issued to the Contractor. Such notice of noncompliance shall specify the item of work not completed properly, the time available for re-work to bring the item into compliance without penalty (usually 24 hours unless otherwise specified in the written notice of noncompliance), the location of the work item, and the penalty for not complying with the terms of the notice.

Penalty for Non-Compliance: If, after receiving a written notice of noncompliance, the Contractor fails to perform the work item under the conditions specified in the

written notice, then a penalty will be applied to the invoice submitted for the period under which the failure to perform was noted. If the penalty amount exceeds the amount billed in that invoice period, then the Authority will continue to withhold payment on subsequent invoices until sufficient work has been accomplished and invoiced by the Contractor to cover the amount of the penalty. The penalty for non-compliance with the Agreement terms shall be \$100 per day for each day following the time available for re-work as specified in the Cure Notice.

The Authority's rights and remedies as set forth herein shall be in addition to any other right or remedy now and hereafter provided by law or in equity. All rights and remedies shall be cumulative and not exclusive of each other. No delay by the Authority in exercising a right or remedy shall constitute acquiescence thereof.

XVI. FORCE MAJEURE

A party hereto shall have no liability to the other hereunder due to circumstances beyond its control, including, but not limited to, acts of God, terrorism, flood, natural disaster, regulation or governmental acts, fire, civil disturbance, or extreme weather (a "Force Majeure Event"). Notwithstanding anything to the contrary herein, the Authority may terminate this Agreement in its entirety and without penalty if a Force Majeure Event continues for more than ten (10) consecutive days and prevents or delays Contractor from delivering the Scope of Services.

XVII. OTHER CONDITIONS

(a) The Contractor's Contract Manager shall be The Contractor shall not replace or substitute for the Contract Manager during the Term except upon written notice to and receipt of

written approval of the Authority. Said notice to the Authority shall state the reason(s) for the proposed replacement or substitution and shall specify the qualifications, including education, training and experience, of the proposed replacement or substitute.

(b) The Authority's Contract Manager shall be David Bouffard. The Contractor shall communicate and coordinate all matters related to this Agreement through and with David Bouffard or his designee.

(c) Notices required to be given under this Agreement shall be delivered to:

FOR THE AUTHORITY:

President and CEO

PO Box 80001

1000 Trade Dr.

RDU Airport, NC 27623

ADDRESS FOR THE CONTRACTOR:

Neither review nor approval of the Contractor's work by the Authority shall in any way relieve the Contractor from its duty to utilize a professional standard of care in the performance of the Scope of Services, nor will such review or approval limit or remove the Contractor's liability therefore.

XVIII. MINORITY AND WOMEN-OWNED SMALL BUSINESS PROGRAM

- (a) The Authority has established a Minority and Women-Owned Small Business Program to encourage equal opportunity for MWSBs to compete for employment as contractors, subcontractors, suppliers and service providers.
- (b) MWSB Goals for MWSB participation on this contract represent the total dollars that will be spent with MWSBs as a percentage of the total contract amount, including any change orders and contingency ("MWSB Goals"). The Authority has assigned the following MWSB Goals for work assigned to the Contractor hereunder:
 - 1. Minority-owned business participation ("MB Goal"): 0%.
 - 2. Woman-owned business participation ("WB Goal"): 0%.
- (c) If the Contractor proposes to terminate or substitute a MWSB after submitting a proposal, the Contractor must make good faith efforts to find a substitute MWSB for the original MWSB to meet its MWSB commitment. The Contractor must give the MWSB notice in writing, with a copy to Authority, of its intent to request to terminate and/or substitute, and the detailed reasons for the request. All substitutions shall be coordinated with and approved by the Authority prior to being made.
- (d) The Contractor has a continuing obligation to meet the MWSB utilization to which it committed at contract award, inclusive of change orders, amendments, and modifications.
- (e) The Contractor shall maintain records and submit monthly reports of MWSB payments, concurrent with the Contractor's submission of invoices, with each invoice. The report shall include a certification by the Contractor and MWSB regarding payment to each MWSB subcontractor for the prior month's work. These

reports will be certified as true and correct by an appropriate Contractor representative.

IN WITNESS WHEREOF, the parties, by and through their duly authorized agents, have hereunto set their hands and seal(s), all as of the day and year first above written

RALEIGH-DURHAM AIRPORT AUTHORITY

BY: _____

DATE: _____

NAME: MICHAEL LANDGUTH

TITLE: PRESIDENT AND CEO

BY: _____

DATE: _____

NAME:

TITLE:

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Approved as to form:

Legal Counsel

Exhibit A

Scope of Work

1. GENERAL SERVICES REQUIRED

This Scope of Work covers the requirements for Interior Plant Installation and Maintenance Services at various facilities at the Raleigh-Durham International Airport.

The Contractor shall furnish and install the interior and exterior plants and containers specified as “leased” on Attachments 1 and 2. The Contractor shall also provide on-site maintenance services for all leased and Authority-owned plants. These services include planting, watering, fertilizing, mulching, pruning, trimming, straightening, rotating, leaf removal, weeding, insect and disease treatment, cleaning and dusting, and any other provision needed to maintain healthy and attractive plants. The frequency of maintenance visits shall be “as needed” to maintain the appearance of all plant material, containers, and beds, but shall be no less than once each week.

No later than June 30th, 2015, the Contractor shall renovate the exterior plant beds and containers in the parking garage with new plants, as indicated on Attachment 1. The scope of the renovation includes the removal and disposal of existing plant materials and any additional soil or amendments necessary to adjust the soil to proper levels. The scope also includes new top dressing material and any adjustments to the existing irrigation system needed to adequately supply water to the new plant configuration. The cost of the renovation will be incorporated into the monthly maintenance charge and prorated over the term of the contract.

2. PLANTS AND CONTAINERS

All plants furnished by the Contractor shall be of a quality and size equal to or surpassing Foliage No. 1 grade, as described in the Interior Plant Specifications section of the latest edition of Guide to Interior Landscape Specifications, published by the Associated Landscape Contractors of America.

Prior to installation, it shall be the Contractor’s responsibility to notify the Authority of any specified plant material that may not be suitable due to light or other environmental conditions. In such case, the Contractor shall propose alternative materials.

All plants shall be free of pests and disease, and shall have well developed root systems which shall afford firm support and physical stability of the plant parts above the soil. No plants provided under this Agreement shall be accepted which require permanent staking in order to maintain an upright position.

Plant foliage must present an appearance representative of the species. It shall be free of any yellowing or poor chlorophyll formation; as well as any blemishes resulting from mechanical, chemical, pathological, or pest-induced damage. Foliage will be hand cleaned as necessary and shall be free of dust, water spots, cobwebs and fungal or pesticide residue.

Plants shall be pruned to maintain a neat appearance and in accordance with standard horticultural practice to preserve the natural character of the plant. In general, trailers shall not drape over the lip of the container and limbs shall not intrude into surrounding walk space. Dead wood and all stubs resulting from pruning shall be removed.

All interior plant containers and exterior plant beds shall be kept free of dead leaves, clippings, trash and other debris. Interior containers shall also be kept clean and free of water marks and dust.

3. PLANT AND CONTAINER REPLACEMENT

For leased and Authority-owned plants, and at no additional cost to the Authority, the Contractor shall automatically replace any plant material that becomes unsightly due to deterioration, disease, overgrowth, or other reasons, with new plants that are comparable in size and species. Deviation from the original plant type will not be allowed without the approval of the Authority's Representative. Replaced plants must be removed from the facility immediately and shall not be turned over to building occupants. The Authority shall reimburse the Contractor for plants that have to be replaced due to accident, abuse, vandalism, theft, or other factors beyond the Contractor's control, however, the Authority shall not be responsible to reimburse the Contractor for plant material that dies or suffers due to the plant's intolerance of existing environmental (temperature, light, etc.) conditions.

For leased and Authority-owned containers, the Contractor shall automatically touch up scratches and chips on the container surface at no additional cost to the Authority. For more severe container damage, the Contractor shall notify the Authority's representative and, upon authorization, shall replace the damaged container. Should a container need to be replaced due to accident, vandalism, theft, or other factors beyond the Contractor's control, the Authority shall reimburse the Contractor for the cost of the container plus materials and labor for installation.

4. TOP DRESSING

Each interior container shall contain a top dressing of either shredded pine mulch or synthetic moss according to the table below. Top dressings shall completely cover all soil and grow pots within the container and shall be replenished as necessary to maintain a fresh appearance.

Each exterior plant bed shall contain a top layer of mulch which completely covers the soil and plant roots. Throughout the year, the mulch will be raked or turned to maintain a fresh appearance and, upon each twelve month anniversary of this Agreement, a one-inch layer of mulch will be added.

Location	Type of Top Dressing
Terminals 1 & 2	Shredded Pine Mulch
AOC, GAT, MX, RDUC	Synthetic Spanish Moss; gray
Parking Garage	Shredded Pine Mulch

5. ROTATION OF BLOOMING PLANTS

All interior blooming plants shall be changed out at least every twelve (12) weeks. During the holidays, poinsettias will replace the normal blooming plants. Poinsettias shall be at least six inches in height and the color shall be red. There will be two rotations of poinsettias installed during the holiday season. The first installation will occur on the Monday and/or Tuesday before Thanksgiving Day. Three (3) weeks later, the second installation will take place. All holiday plants shall be rotated out and replaced with routine blooming plants on the first or second business day of the New Year.

6. HOURS OF SERVICE

Normal hours for service shall be between 8:00 a.m. and 5:00 p.m. Monday through Friday. The Contractor shall schedule work to minimize disruption to customers and building occupants. Any work inside the terminals requiring a ladder or lift must be performed between the hours of 11:00 p.m. and 4:00 a.m. unless otherwise approved by the Authority's Representative.

7. TOOLS, EQUIPMENT, AND MATERIALS

The Contractor shall provide the proper tools, equipment, and materials needed to accomplish the services and obligations herein, and to ensure their compliance with local, state, and federal codes and regulations. The Contractor shall safely manage all tools, equipment, and materials so as to protect the Authority's customers, employees, and property, and shall transport such tools, equipment and materials to and from the work site for each maintenance visit. While working in the secure area of the terminals, the Contractor shall take extreme care to eliminate the accessibility of tools, equipment, and materials to others.

8. WATER

For the purpose of watering plant material, the Contractor may obtain water from exterior hose bibs, interior mop sinks, or other sources designated by the Authority's Representative. The Contractor shall provide any equipment or apparatus needed to properly apply the correct amount of water for interior and exterior plants. All water spills and over-spray must be cleaned up immediately to prevent slips/falls and damage to building surfaces.

The exterior plant beds located in the parking garage utilize a Toro Sentinel irrigation system. The Contractor shall not be responsible for the programming nor the repair of the irrigation system; however, the Contractor shall promptly notify the Authority's Representative of any anomalies with the system. The Contractor shall also furnish a watering schedule to be used to program the irrigation system for the months of April through October. From November 1st through March 31st, the system is winterized and the Contractor must provide hand watering. A hose bib located at the tunnel entrance to Terminal 1 may be used to obtain water during the winter months.

The Authority's domestic water is provided by the Town of Cary. Any water use restrictions imposed by the Town must be adhered to by the Contractor while working at the Airport. At times when automatic irrigation is prohibited, the Contractor shall make other arrangements to keep the outdoor plants in proper condition.

9. SUPERVISION

The Contractor shall provide a Project Manager, separate from the service technician(s), who shall be responsible for insuring contract compliance and shall serve as the Contractor's primary contact for the Authority. The Project Manager shall be able to read, write, speak and understand the English language and shall carry a cell phone with email capabilities for contact purposes. The Project Manager shall inspect all plants on a monthly basis and provide a report to the Authority Representative documenting the results of each inspection. In addition, the Project Manager shall be available to meet with the Authority's Representative as needed to discuss performance and other issues.

10. PARKING

The Contractor's badged employees may park free of charge in the parking garage while providing services in the terminal / parking garage area. Parking on the terminal curb, or in any non-designated area, is not allowed and may result in fines and/or towing charges to the Contractor.

11. PERSONNEL

- A. The Contractor's personnel working on Authority property shall comply with the rules and requirements of the Authority regarding conduct, appearance, cleanliness, work history, qualifications, and personal history (including without limitation, violent or criminal conduct). The Contractor shall perform all background checks, and other procedures required by Authority policy, at the Contractor's expense. At the request of the Authority, the Contractor shall provide assurances to the Authority, satisfactory to the Authority, that the Contractor's personnel comply with the rules and requirements of the Authority, pertaining to work history and qualifications, and personal history. Upon the request of the Authority, which may be made without cause or reason, the Contractor shall reassign or make other arrangements so that a particular employee or agent of the Contractor does not perform work as part of this agreement.
- B. While on Authority property, the Contractor's employees shall conduct themselves in a professional and businesslike manner. Sexual harassment, profanity, loud and obnoxious behavior, etc. will not be tolerated at any time. The use or possession of, or working under the influence of, alcohol or illegal drugs while on Authority property shall not be permitted. Possession of firearms and other weapons on Authority property is illegal and may result in prosecution of the offender. Personal cell phone conversations and other disrupting behavior within office buildings shall not be allowed.
- C. The Contractor's employees shall wear their company's standard uniform while working on Authority property. Uniforms shall be clean and in good condition, and shall bear the company's name and/or logo. The Contractor shall provide personal protective gear and clothing as necessary to protect his employees, and such gear and clothing shall generally be in good condition and function as intended. Contractor personnel shall perform all work in a safe manner, following the rules and guidelines established within the industry and by federal, state, and local governments.
- D. The Contractor shall ensure that his employees receive up-to-date training to maintain their expertise in the horticultural industry.

12. SECURITY

- A. The Contractor shall cause its employees and agents to obey all reasonable instructions and directions issued by the Authority concerning its operations when the Contractor's employees and/or agents are on Authority property. When the Contractor's personnel are on Authority property, the Contractor's employees shall comply with the Authority's security, safety, and fire protection procedures. If the Contractor is provided keys or other access devices, including without limitation codes and passwords, to Authority premises, equipment, or systems, the Contractor shall protect such keys or access devices, shall account for all such keys and access devices in accordance with direction by the Authority, and shall return and discontinue use of all such keys and access devices upon request, or upon termination of its obligations hereunder. The Authority

shall have the right to inspect the contents of all containers or packages being brought onto or removed from Authority property.

- B. The Contractor shall have at least two technicians that are badged by the Authority's Badging Office for unescorted access to the Security Identification Display Area (SIDA). In addition, the project manager shall obtain a SIDA badge.

In order to receive a SIDA badge, the employees must pass a FBI Criminal History Records Check, a TSA Threat Assessment and attend a three-hour SIDA training class conducted at the airport. The Contractor is responsible to pay all fees for the badging process. Applicable badging fees are highlighted on Attachment 4. The Contractor shall be required to complete the badging process prior to the start of the contract.

13. EXTRA SERVICES

From time to time, the Authority may request the Contractor to provide related services that are not specifically included in this Scope of Work. Such services may be performed by the Contractor after a price quote has been furnished to the Authority and a written change order has been issued to the Contractor. The Contractor's pricing for such work shall be based on either "time and materials/not-to-exceed" or "fixed price", whichever pricing format is requested by the Authority. Examples for this type of work include, but are not limited to, provision and installation of holiday décor, provision of plants for special functions, and temporary or permanent relocation of plant containers. Any holiday décor that is provided shall be priced according to the unit costs listed on Exhibit D.

END OF SCOPE OF WORK

**ATTACHMENT 1
PLANT SCHEDULE**

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
AOC	1st	1	1	A	10" Cordyline Glauca	3	Leased	
AOC	3rd	2	2	B	14" Song of Jamaica Character	1	Leased	Matching #3
AOC	3rd	2	3	B	14" Song of Jamaica Character	1	Leased	Matching #2
AOC	3rd	2	4	A	10" Cordyline Glauca	3	Leased	
AOC	3rd	2	5	C	4" Miscellaneous plants	12	Leased	Live Picture
AOC	3rd	2	5	C	4" Bromeliads	6	Leased	Live Picture; included in holiday rotation
GAT	1st	3	1	D	14" Pleomela Reflexa Woody Character	1	Leased	
GAT	1st	3	1	D	6" Neon Pothos	1	Leased	Underplantings for Reflexas
GAT	1st	3	1	D	6" Bromeliads	2	Leased	Underplantings for Reflexas
GAT	1st	3	2	D	14" Pleomela Reflexa Woody Character	1	Leased	
GAT	1st	3	2	D	6" Neon Pothos	1	Leased	Underplantings for Reflexas
GAT	1st	3	2	D	6" Bromeliads	2	Leased	Underplantings for Reflexas
GAT	1st	3	3	E	6" Jade Pothos	1	Leased	
GAT	1st	3	4	E	6" Jade Pothos	1	Leased	
GAT	1st	3	5	A	10" Cordyline Exotica	3	Leased	
GAT	1st	3	5	A	6" Neon Pothos	4	Leased	Spaced Between Cordylines
GAT	1st	3	6	F	14" Mahogany Natal	1	Leased	5' Tall
GAT	1st	3	7	G	6" Bromeliads	1	Leased	
GAT	1st	3	7	G	6" Neon Pothos	1	Leased	
GAT	1st	3	8	A	10" Cordyline Exotica	3	Leased	
GAT	1st	3	8	A	6" Neon Pothos	4	Leased	Spaced Between Cordylines
GAT	1st	3	9	G	6" Bromeliads	1	Leased	
GAT	1st	3	9	G	6" Neon Pothos	1	Leased	
GAT	1st	3	10	H	17" Foxtail Palm	1	Leased	Center of container; 9' minimum
GAT	1st	3	10	H	8" Neon Pothos HB	3	Leased	Underplantings for Foxtail

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
GAT	1st	3	10	H	6" Bromeliads	3	Leased	Underplantings for Foxtail
GAT	2nd	4	11	I	6" LimeLight	1	Leased	
GAT	2nd	4	11	I	6" Jade Pothos	1	Leased	
GAT	2nd	4	12	I	6" LimeLight	1	Leased	
GAT	2nd	4	12	I	6" Jade Pothos	1	Leased	
GAT	2nd	4	13	A	10" Cordyline Exotica	3	Leased	
GAT	2nd	4	13	A	6" Neon Pothos	4	Leased	Spaced Between Cordylines
GAT	2nd	4	14	G	10" Guatemalan Ponytail Palm	1	Leased	
GAT	2nd	4	14	G	6" Neon Pothos	1	Leased	
GAT	2nd	4	14	G	6" Bromeliads	1	Leased	
GAT	2nd	4	15	G	10" Guatemalan Ponytail Palm	1	Leased	
GAT	2nd	4	15	G	6" Neon Pothos	1	Leased	
GAT	2nd	4	15	G	6" Bromeliads	1	Leased	
GAT	2nd	4	16	H	14" Pheonix Roebelenii	1	Leased	Multi 5' +
GAT	2nd	4	16	H	8" Neon Pothos HB	3	Leased	Underplantings for Pheonix Roebelenii
GAT	2nd	4	16	H	6" Bromeliads	3	Leased	Underplantings for Pheonix Roebelenii
MX	1st	5	1	J	14" Mahogany Natal	1	Leased	5'-6' tall
MX	1st	5	2	K	10" Cordyline Sherbert	1	Leased	
MX	1st	5	3	L	8" Alocasia Calidora	1	Leased	
MX	1st	5	3	L	8" Neon Pothos HB	1	Leased	
MX	1st	5	3	L	8" Ficus Elastica Ruby	1	Leased	
MX	1st	5	4	M	6" Cordyline Kiwi	1	Leased	
MX	1st	5	4	M	6" neon Pothos	2	Leased	
MX	1st	5	5	N	17" Rhapis Palm Hawaiian	1	Leased	Center plant
MX	1st	5	5	N	6" Golden Pothos	5	Leased	Underplantings for Rhapis Palm
MX	1st	5	5	N	6" Bromeliads	4	Leased	Underplantings for Rhapis Palm
MX	1st	5	6	O	10" Dracaena Lauren	1	Leased	Center plant

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
MX	1st	5	6	O	8" Jade Pothos	2	Leased	Flanking Center Plant
MX	1st	5	6	O	6" Bromeliads	2	Leased	Flanking Center Plant
RDU Ctr	1st	6	1	F	8" Bromeliads	1	Leased	
RDU Ctr	1st	6	1	F	6" Bromeliads	2	Leased	
RDU Ctr	1st	6	2	F	17" Ficus Lyrata	1	Leased	
RDU Ctr	1st	6	3	F	8" Bromeliads	1	Leased	
RDU Ctr	1st	6	3	F	6" Bromeliads	2	Leased	
RDU Ctr	1st	6	4	P	14" Mahogany Natal	1	Leased	
RDU Ctr	1st	6	5	A	10" Cordyline Glauca	2	Leased	2 in center of each container
RDU Ctr	1st	6	5	A	8" Neon Pothos	2	Leased	Flanking Cordylines
RDU Ctr	1st	6	5	A	6" Bromeliads	4	Leased	Flanking Cordylines
RDU Ctr	1st	6	6	A	10" Cordyline Glauca	2	Leased	2 in center of each container
RDU Ctr	1st	6	6	A	8" Neon Pothos	2	Leased	Flanking Cordylines
RDU Ctr	1st	6	6	A	6" Bromeliads	4	Leased	Flanking Cordylines
RDU Ctr	1st	6	7	H	14" Lind Tower Cane 360'	1	Leased	10P, 6'H
RDU Ctr	1st	6	7	H	6" Neon Pothos	4	Leased	Underplantings for Lind
RDU Ctr	1st	6	7	H	6" Bromeliads	4	Leased	Underplantings for Lind
RDU Ctr	1st	6	8	P	14" Mahogany Natal	1	Leased	
RDU Ctr	2nd	7	9	Q	10" Lind Cane	1	Leased	
RDU Ctr	2nd	7	10	R	10" Cordyline Exotica	2	Leased	In Rectangular Container
RDU Ctr	2nd	7	10	R	8" Neon Pothos HB	3	Leased	In Rectangular Container Flanking Bromeliads
RDU Ctr	2nd	7	10	R	6" Bromeliads	4	Leased	In rectangular container Flanking Cordylines
RDU Ctr	2nd	7	11	P	14" Mahogany Natal	1	Leased	
T1	1st	8	1	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	1	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	1	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	2	S	14" Drac Tarzan	1	Owned	5' Tall

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
T1	1st	8	2	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	2	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	3	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	3	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	3	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	4	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	4	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	4	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	5	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	5	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	5	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	6	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	6	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	6	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	7	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	7	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	7	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	8	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	8	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	8	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	9	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	9	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	9	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	10	S	14" Drac Tarzan	1	Owned	5' Tall
T1	1st	8	10	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	10	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T1	1st	8	11	S	14" Drac Tarzan	1	Owned	5' Tall

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
T1	1st	8	11	S	8" Philodendron Cordatum	3	Owned	Underplantings for Tarzan
T1	1st	8	11	S	6" Bromeliads	3	Owned	Underplantings for Tarzan
T2	1st	9	1	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	2	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	3	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	4	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	5	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	6	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	7	T	17" Drac Mass Cane	1	Owned	
T2	1st	9	8	T	17" Drac Mass Cane	1	Owned	
T2	1st	9	9	T	17" Drac Mass Cane	1	Owned	
T2	1st	9	10	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	11	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	12	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	13	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	14	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	15	T	14" Aglo Green Lady	1	Owned	
T2	1st	9	16	T	14" Spath Sensation	1	Owned	
T2	1st	9	17	T	17" Rhapis Palm	1	Owned	Hawaiian
T2	1st	9	18	T	14" Aglo Green Lady	1	Owned	
T2	2nd	10	19	U	28" Veitchii Merrilli	1	Owned	
T2	2nd	10	19	U	8" Philodendron Xanadu	10	Owned	Underplantings for Adonidia
T2	2nd	10	20	T	22" Drac Marginata	1	Owned	8' Tall minimum
T2	2nd	10	21	U	48" Ficus Benjamina	1	Owned	
T2	2nd	10	21	U	8" Philodendron	5	Owned	Underplantings for Ficus
T2	2nd	10	21	U	10" Scindapsus Jade	5	Owned	Underplantings for Ficus
T2	2nd	10	22	T	22" Drac Marginata	1	Owned	8' Tall minimum

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
T2	2nd	10	23	U	48" Ficus Benjamina	1	Owned	
T2	2nd	10	23	U	8" Philodendron	5	Owned	Underplantings for Ficus
T2	2nd	10	23	U	10" Scindapsus Jade	5	Owned	Underplantings for Ficus
T2	2nd	10	24	T	22" Drac Marginata	1	Owned	8' Tall minimum
T2	2nd	10	25	U	48" Ficus Benjamina	1	Owned	
T2	2nd	10	25	U	8" Philodendron	5	Owned	Underplantings for Ficus
T2	2nd	10	25	U	10" Scindapsus Jade	5	Owned	Underplantings for Ficus
T2	2nd	10	26	T	22" Drac Marginata		Owned	8' Tall minimum
T2	2nd	10	27	U	28" Veitchii Merrilli	1	Owned	
T2	2nd	10	27	U	8" Philodendron Xanadu	10	Owned	Underplantings for Adonidia
T2	2nd	11	28	U	28" Veitchii Merrilli	1	Owned	
T2	2nd	11	28	U	8" Philodendron Xanadu	10	Owned	Underplantings for Adonidia
T2	2nd	11	29	T	22" Drac Marginata	1	Owned	8' Tall minimum
T2	2nd	11	30	U	48" Ficus Benjamina	1	Owned	
T2	2nd	11	30	U	8" Philodendron	5	Owned	Underplantings for Ficus
T2	2nd	11	30	U	10" Scindapsus Jade	5	Owned	Underplantings for Ficus
T2	2nd	11	31	T	22" Drac Marginata	1	Owned	8' Tall minimum
T2	2nd	11	32	U	48" Ficus Benjamina	1	Owned	
T2	2nd	11	32	U	8" Philodendron	5	Owned	Underplantings for Ficus
T2	2nd	11	32	U	10" Scindapsus Jade	5	Owned	Underplantings for Ficus
T2	2nd	11	33	U	48" Ficus Benjamina	1	Owned	
T2	2nd	11	33	U	8" Philodendron	5	Owned	Underplantings for Ficus
T2	2nd	11	33	U	10" Scindapsus Jade	5	Owned	Underplantings for Ficus
T2	2nd	11	34	T	14" Spath Sensation	1	Owned	
T2	2nd	11	35	T	14" Spath Sensation	1	Owned	
T2	2nd	11	36	U	28" Veitchii Merrilli	1	Owned	
T2	2nd	11	36	U	8" Philodendron Xanadu	10	Owned	Underplantings for Adonidia

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
T2	2nd	11	37	U	22" Strelitzia Nicolai	1	Owned	
T2	2nd	11	37	U	10" Scindapsus Jade	10	Owned	Underplantings for Stelitzia
T2	2nd	11	38	T	17" Rhaps Palm	1	Owned	Hawaiian
T2	2nd	11	39	T	17" Rhaps Palm	1	Owned	Hawaiian
T2	2nd	11	40	T	17" Rhaps Palm	1	Owned	Hawaiian
T2	2nd	11	41	T	17" Rhaps Palm	1	Owned	Hawaiian
T2	2nd	11	42	T	17" Rhaps Palm	1	Owned	Hawaiian
T2	2nd	11	43	T	17" Rhaps Palm	1	Owned	Hawaiian
T2	2nd	12	44	U	30" Veitchii Merrilli	1	Owned	
T2	2nd	12	44	U	8" Stromanthe	10	Owned	Underplantings for VeitchiiMerrilli
T2	2nd	12	45	U	30" Veitchii Merrilli	1	Owned	
T2	2nd	12	45	U	8" Stromanthe	10	Owned	Underplantings for VeitchiiMerrilli
T2	2nd	12	46	U	30" Veitchii Merrilli	1	Owned	
T2	2nd	12	46	U	8" Stromanthe	10	Owned	Underplantings for VeitchiiMerrilli
PG	1st	13	1	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	1	Leased	
PG	1st	13	1	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	2	Leased	
PG	1st	13	1	V	3 gallon Spirea Japonica "Firlight'	5	Leased	
PG	1st	13	1	V	5 gallon Loropetalum Chinese 'Fire Dance'	5	Leased	
PG	1st	13	1	V	1 gallon Liriope Muscari 'Variegata'	18	Leased	
PG	1st	13	1	V	Dwarf Canna Lily Bulbs - Yellow or Orange	9	Leased	
PG	1st	13	1	V	Keep and Maintain existing Maple Tree	1	Owned	Existing tree to remain
PG	1st	13	2	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	1	Leased	
PG	1st	13	2	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	2	Leased	
PG	1st	13	2	V	3 gallon Spirea Japonica "Firlight'	5	Leased	
PG	1st	13	2	V	5 gallon Loropetalum Chinese 'Fire Dance'	5	Leased	
PG	1st	13	2	V	1 gallon Liriope Muscari 'Variegata'	18	Leased	
PG	1st	13	2	V	Dwarf Canna Lily Bulbs - Yellow or Orange	9	Leased	

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
PG	1st	13	2	V	Keep and Maintain existing Maple Tree	1	Owned	Existing tree to remain
PG	1st	13	3	V	Lagerstroemia Indica X Fauriei 'Hopi'	1	Leased	Crape Myrtle 6'8' Tall
PG	1st	13	3	V	3 gallon Spirea Japonica 'Firlight'	4	Leased	
PG	1st	13	3	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	4	Leased	
PG	1st	13	3	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	2	Leased	
PG	1st	13	3	V	5 gallon Loropetalum Chinese 'Fire Dance'	10	Leased	
PG	1st	13	3	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	3	V	1 gallon Liriope Muscari 'Variegata'	24	Leased	
PG	1st	13	3	V	Dwarf Canna Lily Bulbs - Yellow or Orange	12	Leased	
PG	1st	13	4	V	Lagerstroemia Indica X Fauriei 'Hopi'	1	Leased	Crape Myrtle 6'8' Tall
PG	1st	13	4	V	3 gallon Spirea Japonica 'Firlight'	4	Leased	
PG	1st	13	4	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	4	Leased	
PG	1st	13	4	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	2	Leased	
PG	1st	13	4	V	5 gallon Loropetalum Chinese 'Fire Dance'	10	Leased	
PG	1st	13	4	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	4	V	1 gallon Liriope Muscari 'Variegata'	24	Leased	
PG	1st	13	4	V	Dwarf Canna Lily Bulbs - Yellow or Orange	12	Leased	
PG	1st	13	5	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	1	Leased	
PG	1st	13	5	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	2	Leased	
PG	1st	13	5	V	3 gallon Spirea Japonica 'Firlight'	5	Leased	
PG	1st	13	5	V	5 gallon Loropetalum Chinese 'Fire Dance'	5	Leased	
PG	1st	13	5	V	1 gallon Liriope Muscari 'Variegata'	18	Leased	
PG	1st	13	5	V	Dwarf Canna Lily Bulbs - Yellow or Orange	9	Leased	
PG	1st	13	5	V	Keep and Maintain existing Maple Tree	1	Owned	Existing tree to remain
PG	1st	13	6	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	1	Leased	
PG	1st	13	6	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	2	Leased	
PG	1st	13	6	V	3 gallon Spirea Japonica 'Firlight'	5	Leased	

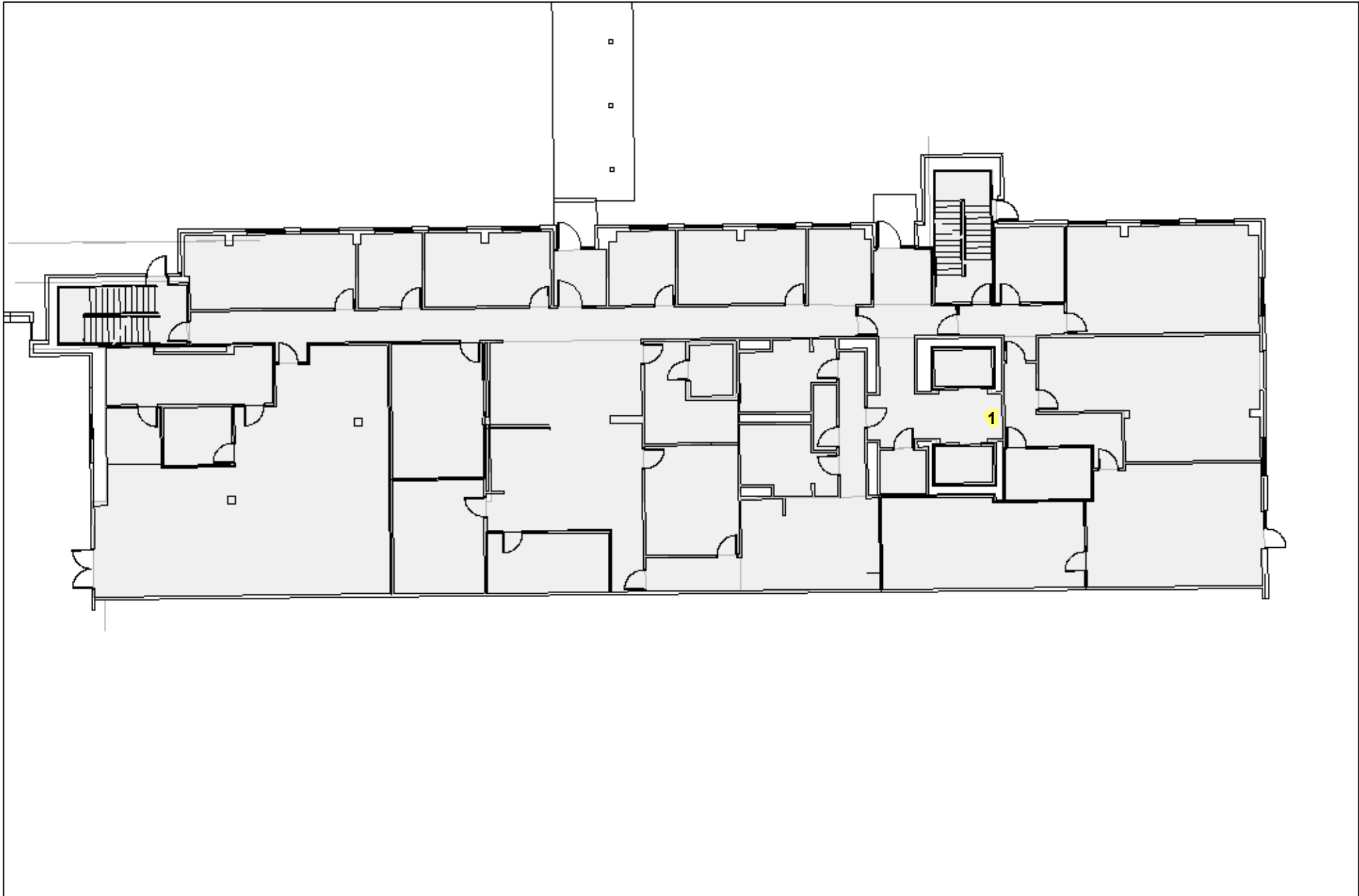
Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
PG	1st	13	6	V	5 gallon Loropetalum Chinese 'Fire Dance'	5	Leased	
PG	1st	13	6	V	1 gallon Liriope Muscari 'Variegata'	18	Leased	
PG	1st	13	6	V	Dwarf Canna Lily Bulbs - Yellow or Orange	9	Leased	
PG	1st	13	6	V	Keep and Maintain existing Maple Tree	1	Owned	Existing tree to remain
PG	1st	13	7	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	5	Leased	
PG	1st	13	7	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	7	V	3 gallon Spirea Japonica 'Firlight'	9	Leased	
PG	1st	13	7	V	5 gallon Loropetalum Chinese 'Fire Dance'	8	Leased	
PG	1st	13	7	V	1 gallon Liriope Muscari 'Variegata'	28	Leased	
PG	1st	13	7	V	Dwarf Canna Lily Bulbs - Yellow or Orange	14	Leased	
PG	1st	13	8	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	5	Leased	
PG	1st	13	8	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	8	V	3 gallon Spirea Japonica 'Firlight'	9	Leased	
PG	1st	13	8	V	5 gallon Loropetalum Chinese 'Fire Dance'	8	Leased	
PG	1st	13	8	V	1 gallon Liriope Muscari 'Variegata'	28	Leased	
PG	1st	13	8	V	Dwarf Canna Lily Bulbs - Yellow or Orange	14	Leased	
PG	1st	13	9	V	Lagerstroemia Indica X Fauriei 'Hopi'	1	Leased	Crape Myrtle 6'8' Tall
PG	1st	13	9	V	3 gallon Spirea Japonica 'Firlight'	4	Leased	
PG	1st	13	9	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	4	Leased	
PG	1st	13	9	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	2	Leased	
PG	1st	13	9	V	5 gallon Loropetalum Chinese 'Fire Dance'	10	Leased	
PG	1st	13	9	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	9	V	1 gallon Liriope Muscari 'Variegata'	24	Leased	
PG	1st	13	9	V	Dwarf Canna Lily Bulbs - Yellow or Orange	12	Leased	
PG	1st	13	10	V	Lagerstroemia Indica X Fauriei 'Hopi'	1	Leased	Crape Myrtle 6'8' Tall
PG	1st	13	10	V	3 gallon Spirea Japonica 'Firlight'	4	Leased	
PG	1st	13	10	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	4	Leased	

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
PG	1st	13	10	V	Juniperus Chinensis 'Torulosa'/Hollywood 6'-8'	2	Leased	
PG	1st	13	10	V	5 gallon Loropetalum Chinese 'Fire Dance'	10	Leased	
PG	1st	13	10	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	10	V	1 gallon Liriope Muscari 'Variegata'	24	Leased	
PG	1st	13	10	V	Dwarf Canna Lily Bulbs - Yellow or Orange	12	Leased	
PG	1st	13	11	V	Keep and Maintain existing Maple Tree	1	Leased	
PG	1st	13	11	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	5	Leased	
PG	1st	13	11	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	11	V	3 gallon Spirea Japonica 'Firlight'	9	Leased	
PG	1st	13	11	V	5 gallon Loropetalum Chinese 'Fire Dance'	8	Leased	
PG	1st	13	11	V	1 gallon Liriope Muscari 'Variegata'	28	Leased	
PG	1st	13	11	V	Dwarf Canna Lily Bulbs - Yellow or Orange	14	Leased	
PG	1st	13	12	V	Keep and Maintain existing Maple Tree	1	Leased	
PG	1st	13	12	V	5 gallon Chamaecyparis Pisifera 'Gold Mop'	5	Leased	
PG	1st	13	12	V	5 gallon Pyracantha Cocinea 'Variegata'	6	Leased	
PG	1st	13	12	V	3 gallon Spirea Japonica 'Firlight'	9	Leased	
PG	1st	13	12	V	5 gallon Loropetalum Chinese 'Fire Dance'	8	Leased	
PG	1st	13	12	V	1 gallon Liriope Muscari 'Variegata'	28	Leased	
PG	1st	13	12	V	Dwarf Canna Lily Bulbs - Yellow or Orange	14	Leased	
PG	1st	13	13	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	13	W	3-gallon varigated Privat Ligustrum	3	Leased	
PG	1st	13	14	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	14	W	3-gallon varigated Privat Ligustrum	3	Leased	
PG	1st	13	15	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	15	W	3-gallon varigated Privat Ligustrum	3	Leased	
PG	1st	13	16	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	16	W	3-gallon varigated Privat Ligustrum	3	Leased	

Facility	Floor	Map Number	Location on Map	Container Code	Type Plant	Quantity	Owned / Leased	Comments
PG	1st	13	17	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	17	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	18	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	18	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	19	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	19	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	20	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	20	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	21	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	21	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	22	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	22	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	23	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	23	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	24	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	24	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	25	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	25	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	26	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	26	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	27	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	27	W	3-gallon varigated Privat Ligustrom	3	Leased	
PG	1st	13	28	W	5-gallon Camelia Bush	1	Leased	
PG	1st	13	28	W	3-gallon varigated Privat Ligustrom	3	Leased	

**ATTACHMENT 2
CONTAINER SCHEDULE**

Container Code	Owned / Leased	Container Manufacturer	Manufacturer's Number	Container Description		
				Shape	Size	Color
A	Leased	Architectural Suppliments	ETHW-481624	Rectangle	48"WX16"DX24"H	Burnished Steel
B	Leased	Architectural Suppliments	SYT-1832	Tall Square	18"Sq.X32"H	Burnished Steel
C	Leased	Suite Plants	Remplant-Silver	Live Picture	44.4"WX4.25"DX28.5"H	Silver
D	Leased	Architectural Suppliments	OVA-271819	Oval	27"LX17"WX19"H	Black
E	Leased	Primescapes	FRGM1206	Half Round	12"X6"	Black
F	Leased	Architectural Suppliments	ABT-1834	Round	17"DX32"H	Black
G	Leased	Architectural Suppliments	OVAT-191337	Oval	13"DX9"X24"H	Black
H	Leased	Architectural Suppliments	AB-2528	Round	25"DX28"H	Black
I	Leased	Architectural Suppliments	OVAT-130925	Oval	19"Lx13"DX37"H	Black
J	Leased	Architectural Suppliments	CSYT-1832	Tall,Rnd&Concaved	16"DX32"H	Gloss Black
K	Leased	Architectural Suppliments	CSYT-1324	Tall,Rnd&Concaved	11.5"DX24"H	Gloss Black
L	Leased	Architectural Suppliments	CSYT-1816	Short,Rnd&Concaved	16"DX16"H	Gloss Black
M	Leased	Architectural Suppliments	O1RT-220807	Rectangle	22"LX8"WX7"D	Gloss Black
N	Leased	Architectural Suppliments	EU-26	Round	26"DX26"H	Gloss Black
O	Leased	Architectural Suppliments	O1RT-321218	Rectangle	32"LX12"WX18"H	Gloss Black
P	Leased	Architectural Suppliments	AB-1820	Round	18"Dx20"H	Natural
Q	Leased	Architectural Suppliments	AB-1314	Round	13"DX14"H	Natural
R	Leased	Architectural Suppliments	ETHW-481616	Rectangle	48"LX16"WX16"H	Golden Bronze
S	Owned	Architectural Suppliments	ECYL-3025	Round	30"DX25"H	Pearlized Silver
T	Owned	Canterbury International	Jardin	Round	36"DX24"H	Black
U	Owned	Canterbury International	Jardin	Round	60"DX42"H	Black
V	Owned	Permanent Plant Beds	N/A	Rectangle	N/A	N/A
W	Owned	Round concrete containers	N/A	Round	43"DX36"H	Concrete

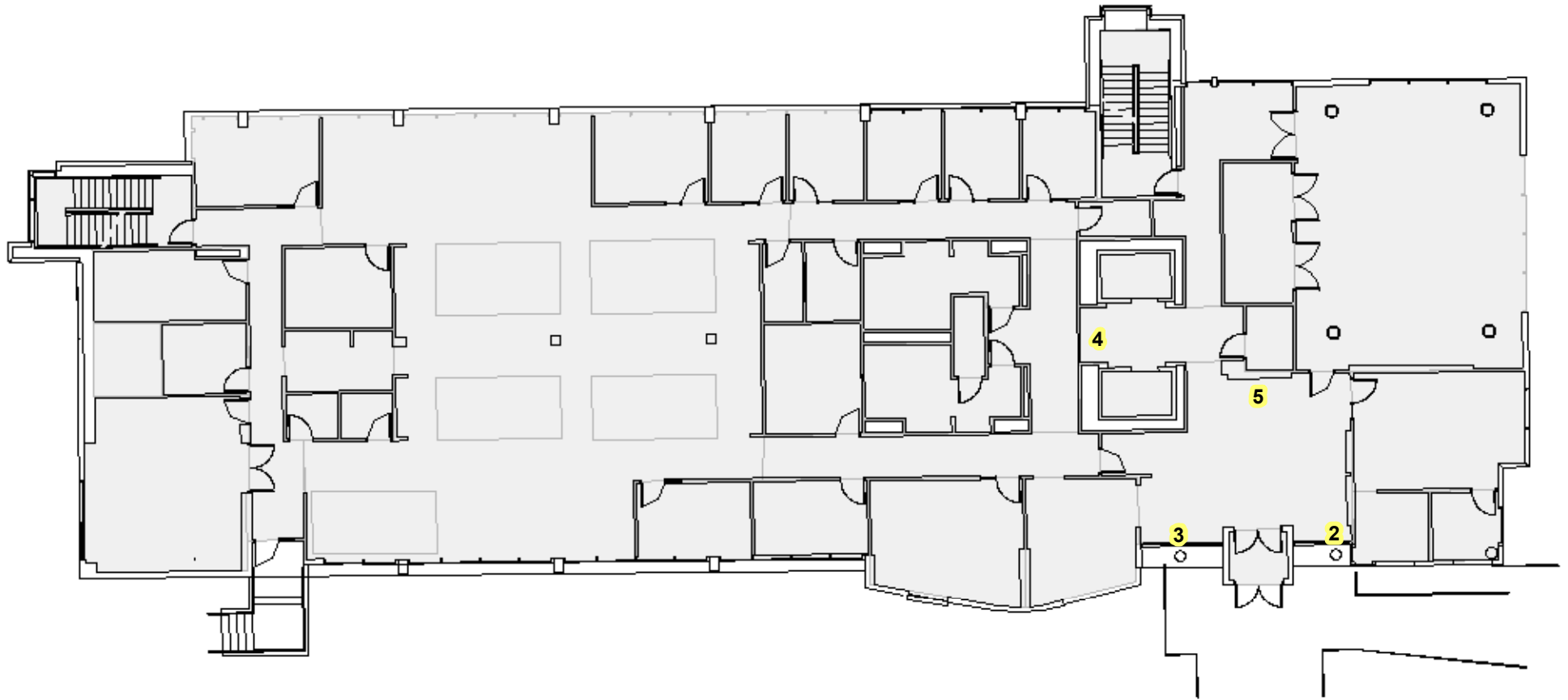


Airport Operations Center (AOC): First Floor

Map Document: \\Rdugis1\gis\Current_Projects\FE&MMX\2014\0424_Indoor_Plant_Locations\Maps\AOC.mxd

1 inch = 20 feet



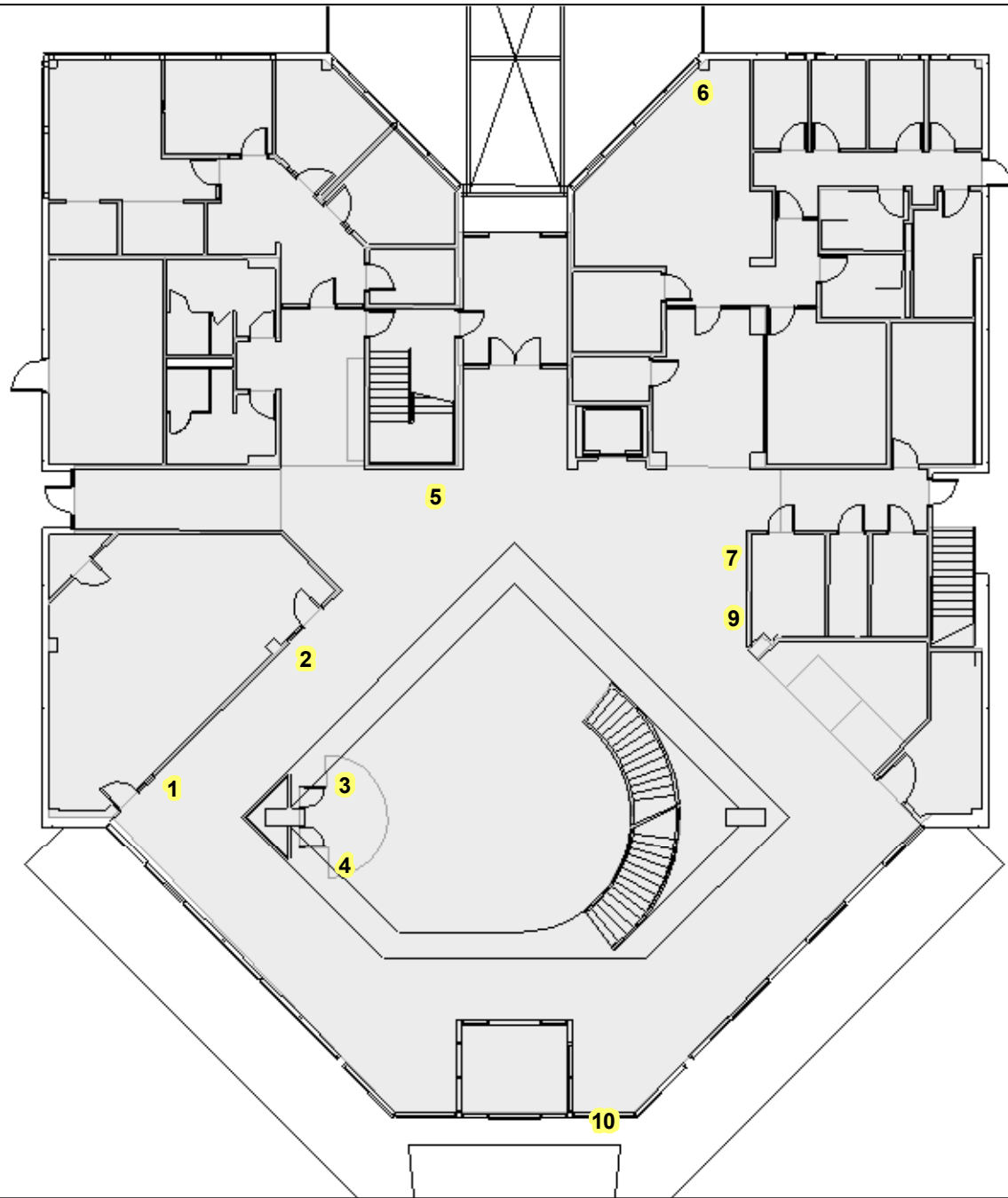


Airport Operations Center (AOC): Third Floor

Map Document: \\Rdugis1\gis\Current_Projects\FE&MMX\2014\0424_Indoor_Plant_Locations\Maps\AOC.mxd

1 inch = 20 feet



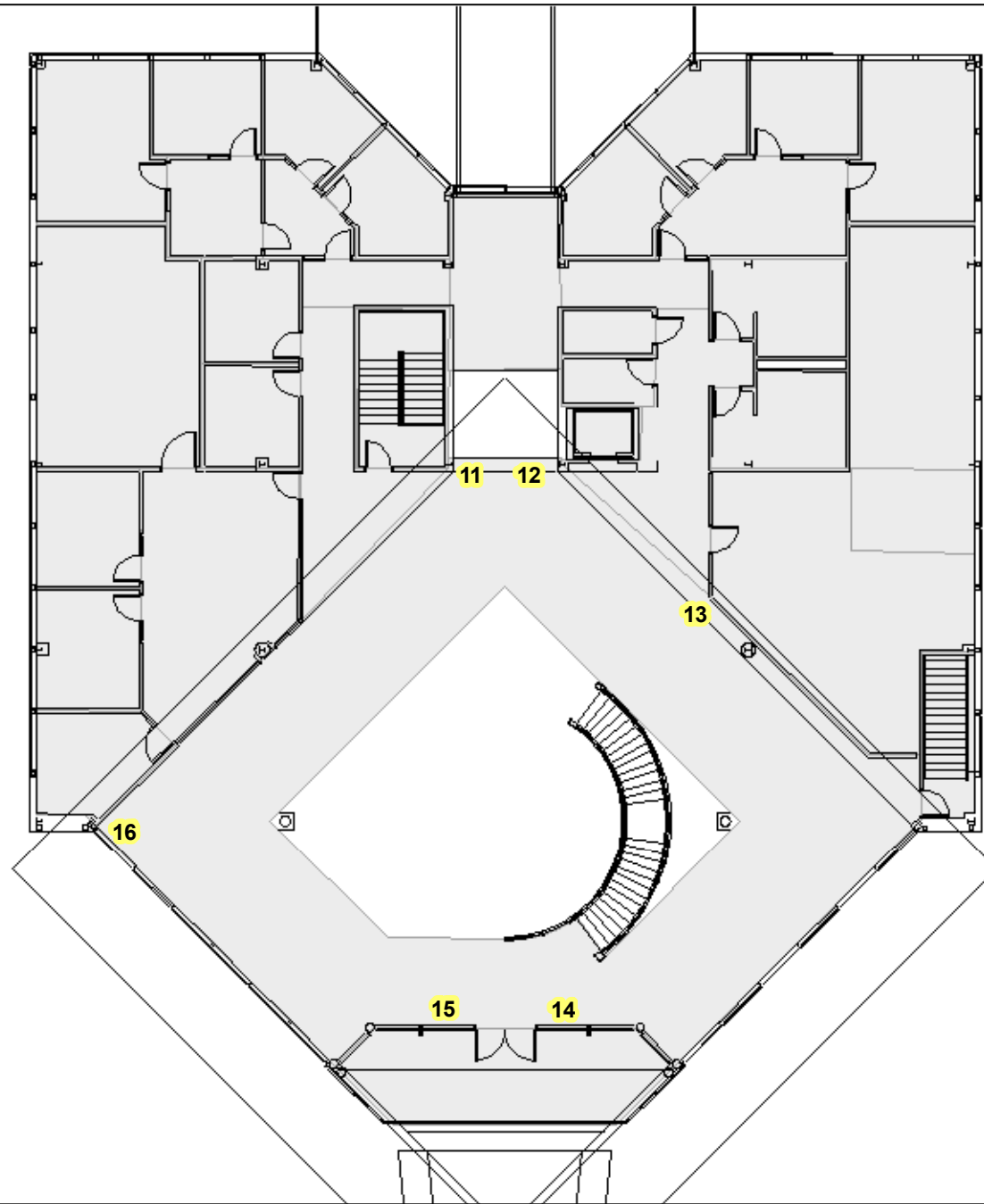


GA Terminal (GAT): First Floor

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\GA_Term.mxd

1 inch = 20 feet



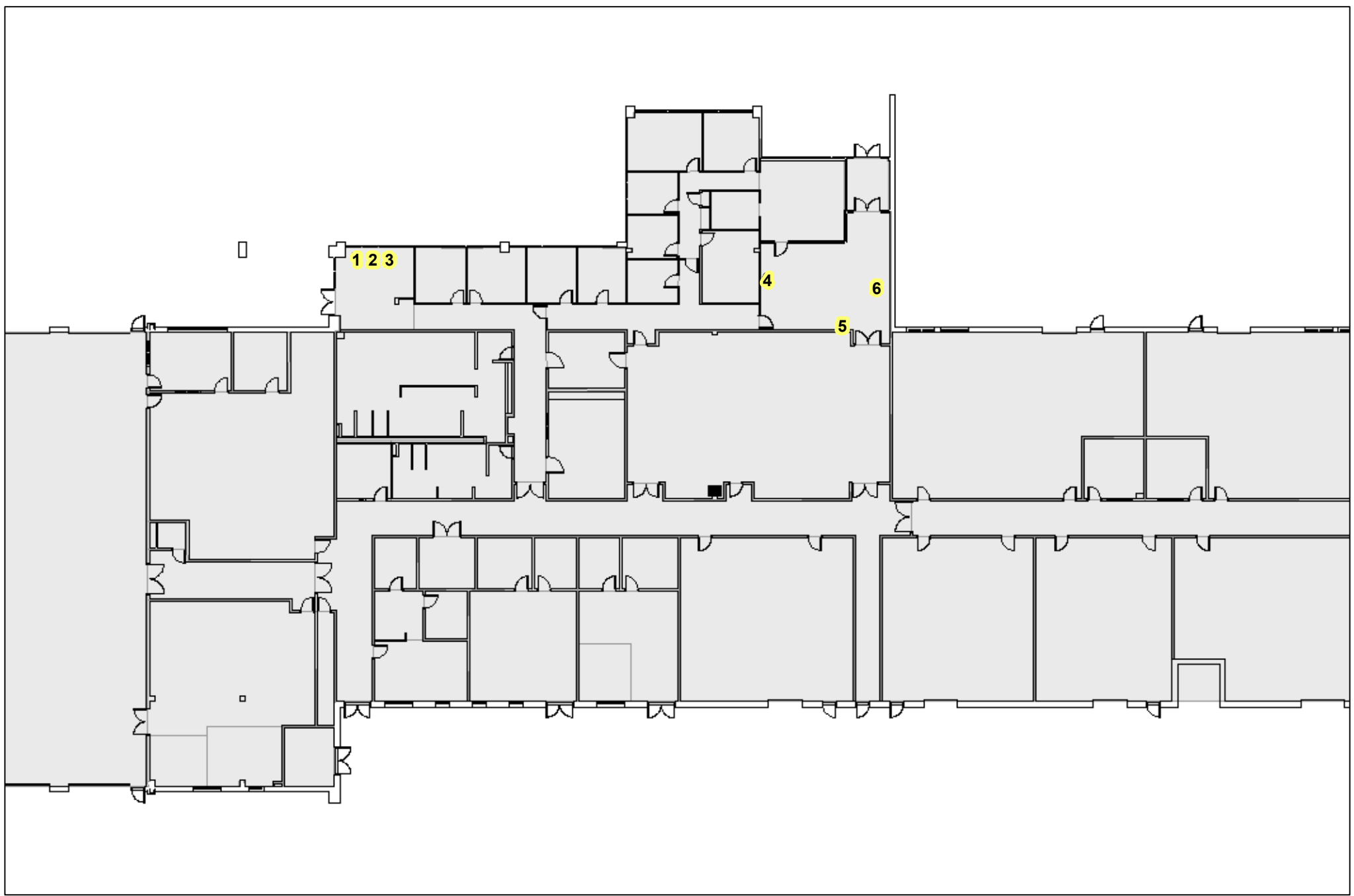


GA Terminal (GAT): Second Floor

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\GA_Term.mxd

1 inch = 20 feet



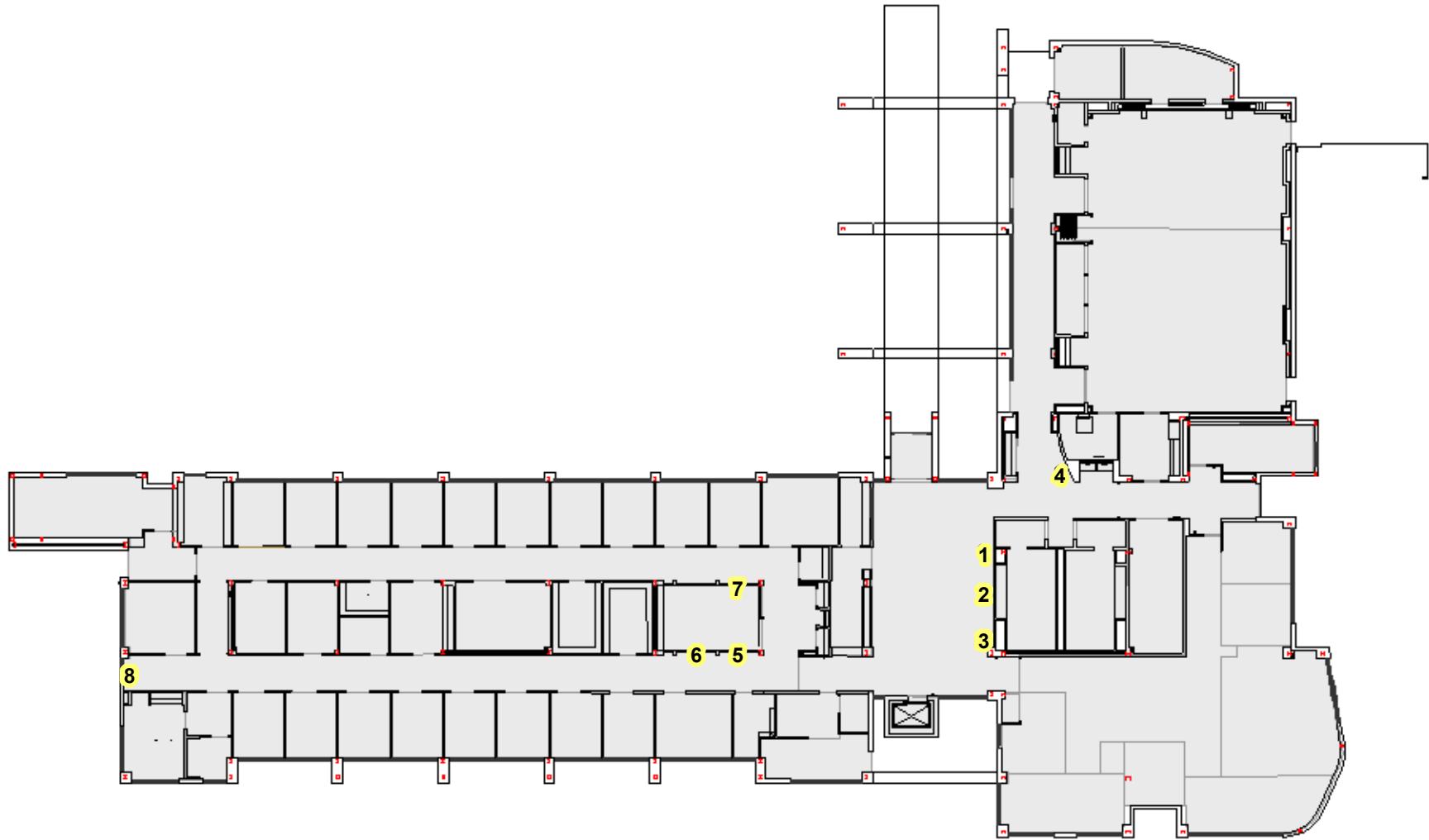


Maintanance Building (MX): First Floor

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\MX.mxd

1 inch = 30 feet



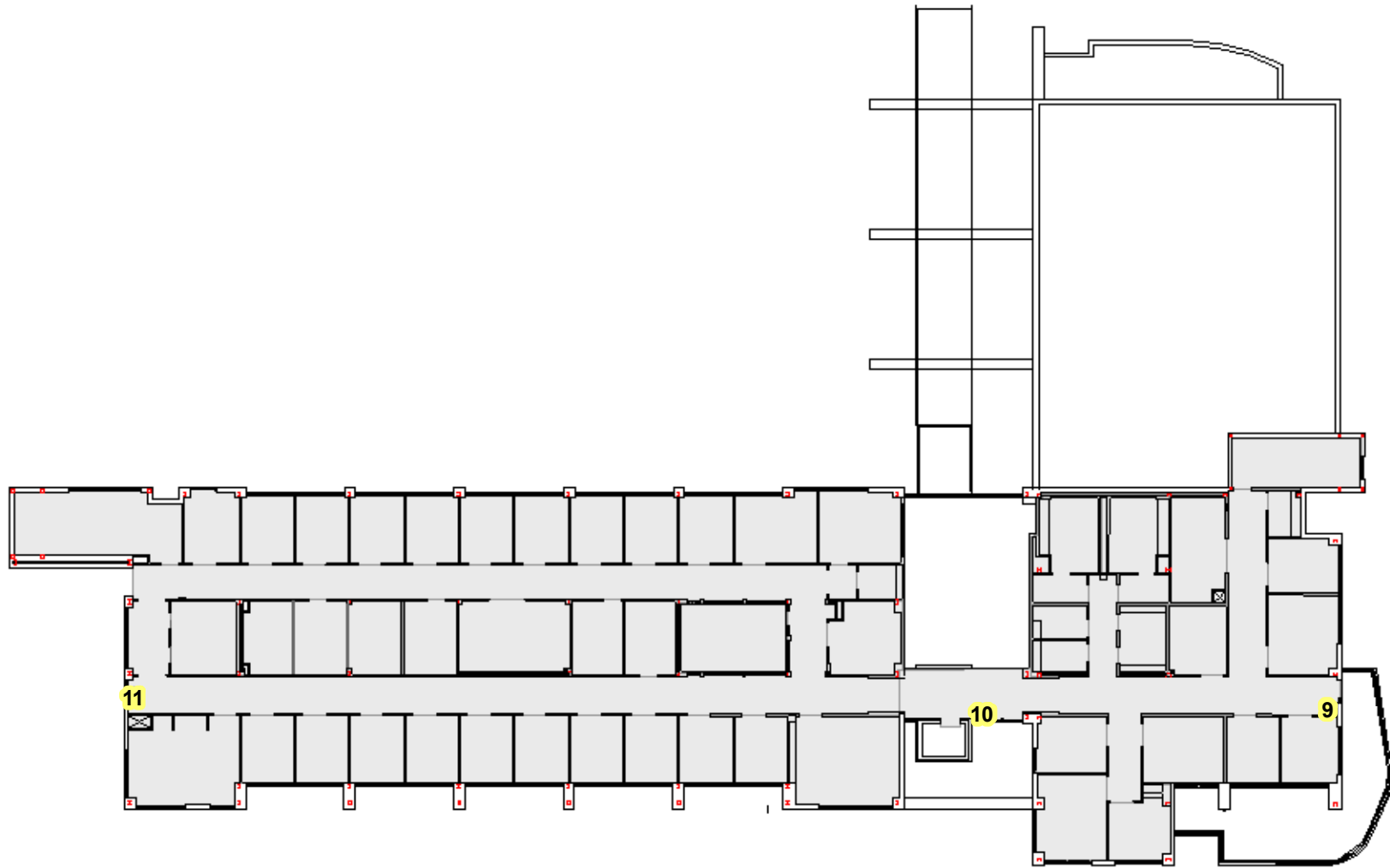


RDU Center: First Floor

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\RDUC.mxd

1 inch = 30 feet



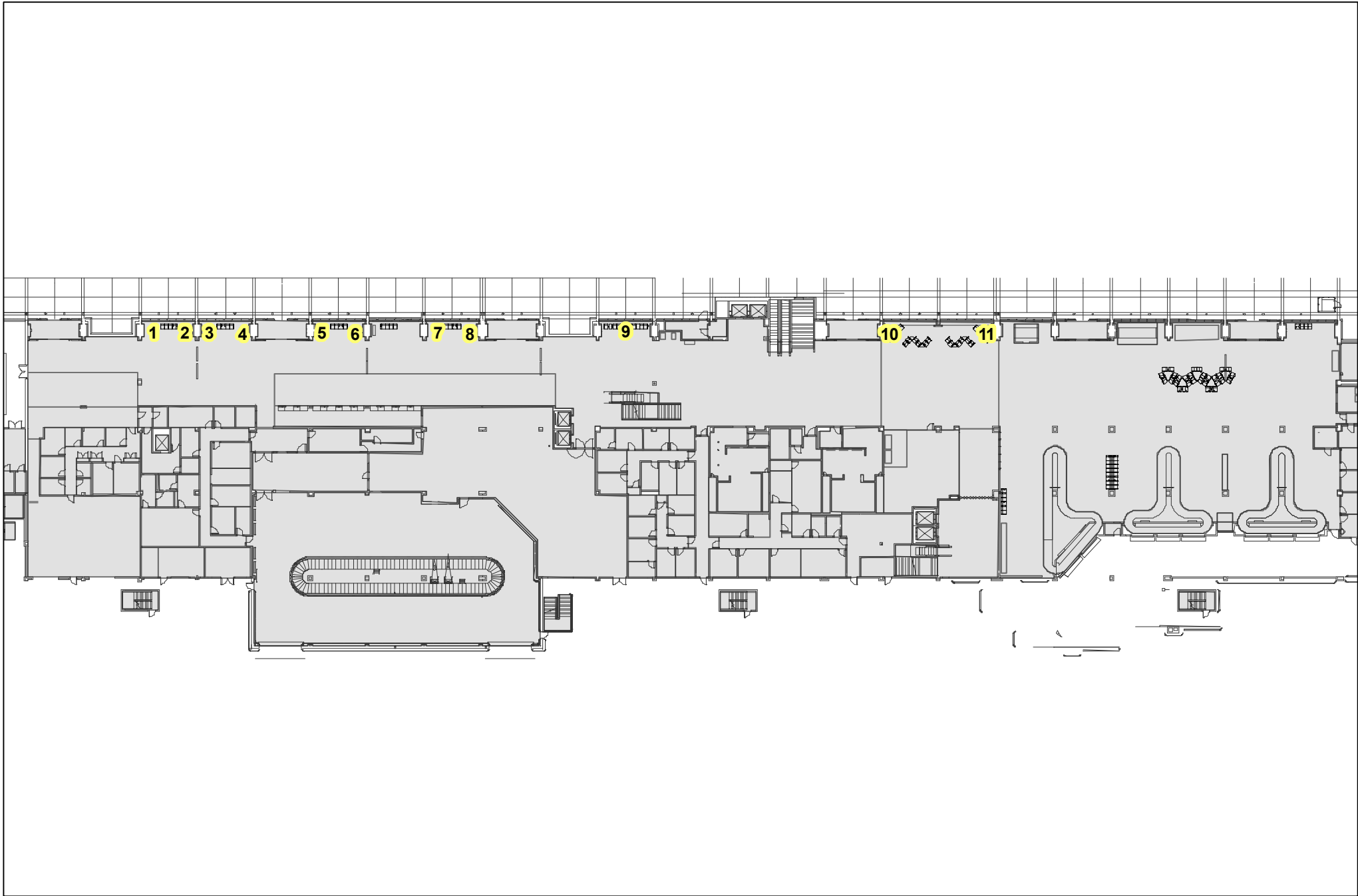


RDU Center: Second Floor

Map Document: \\Rdugis1\GIS\Current_Projects\FE&MMX\2014\0424_Indoor_Plant_Locations\Maps\RDUC.mxd

1 inch = 30 feet



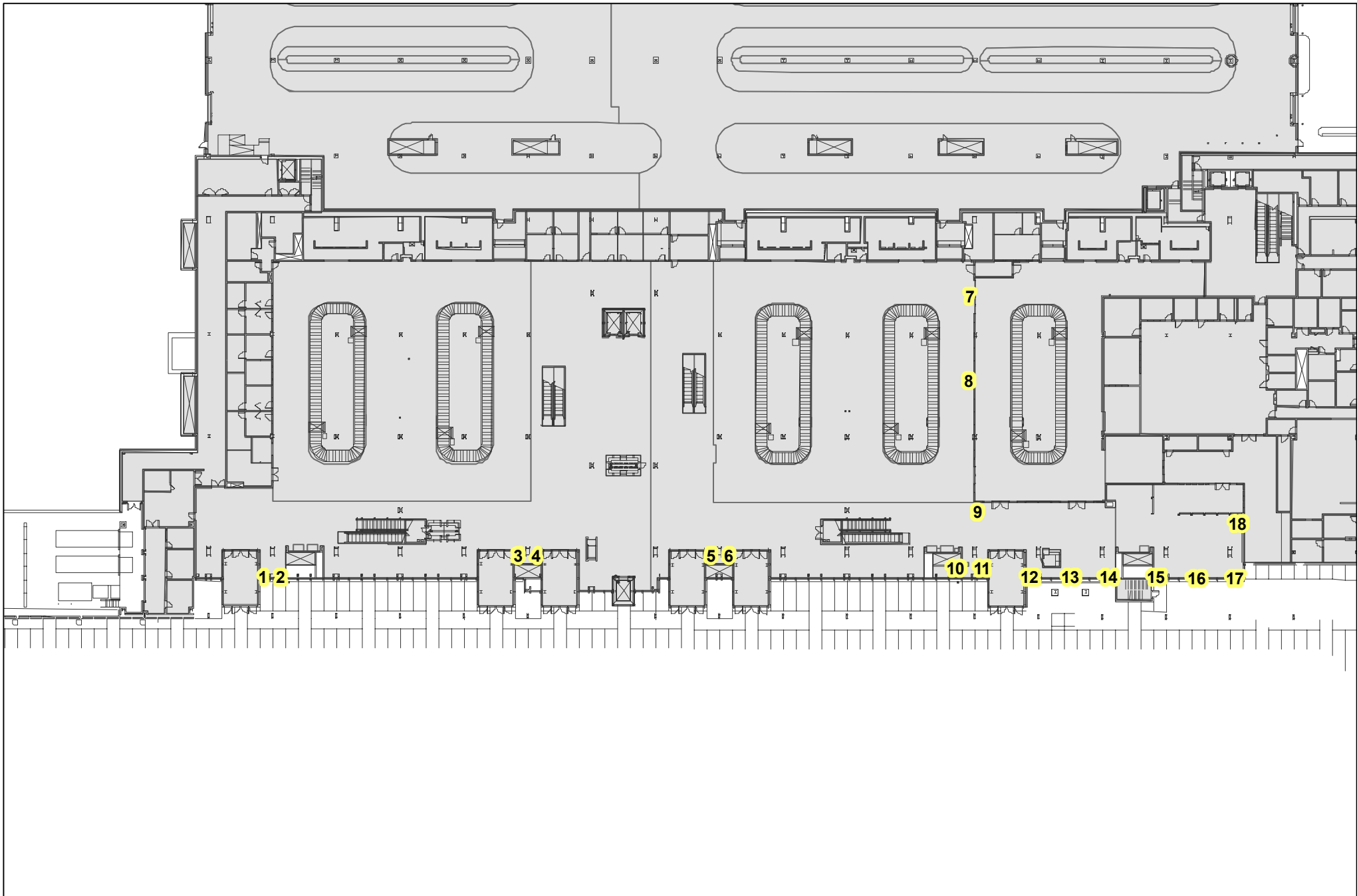


Terminal 1 (T1): First Floor

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&M\\MX\\2014\\0424_Indoor_Plant_Locations\\Maps\\T1.mxd

1 inch = 60 feet



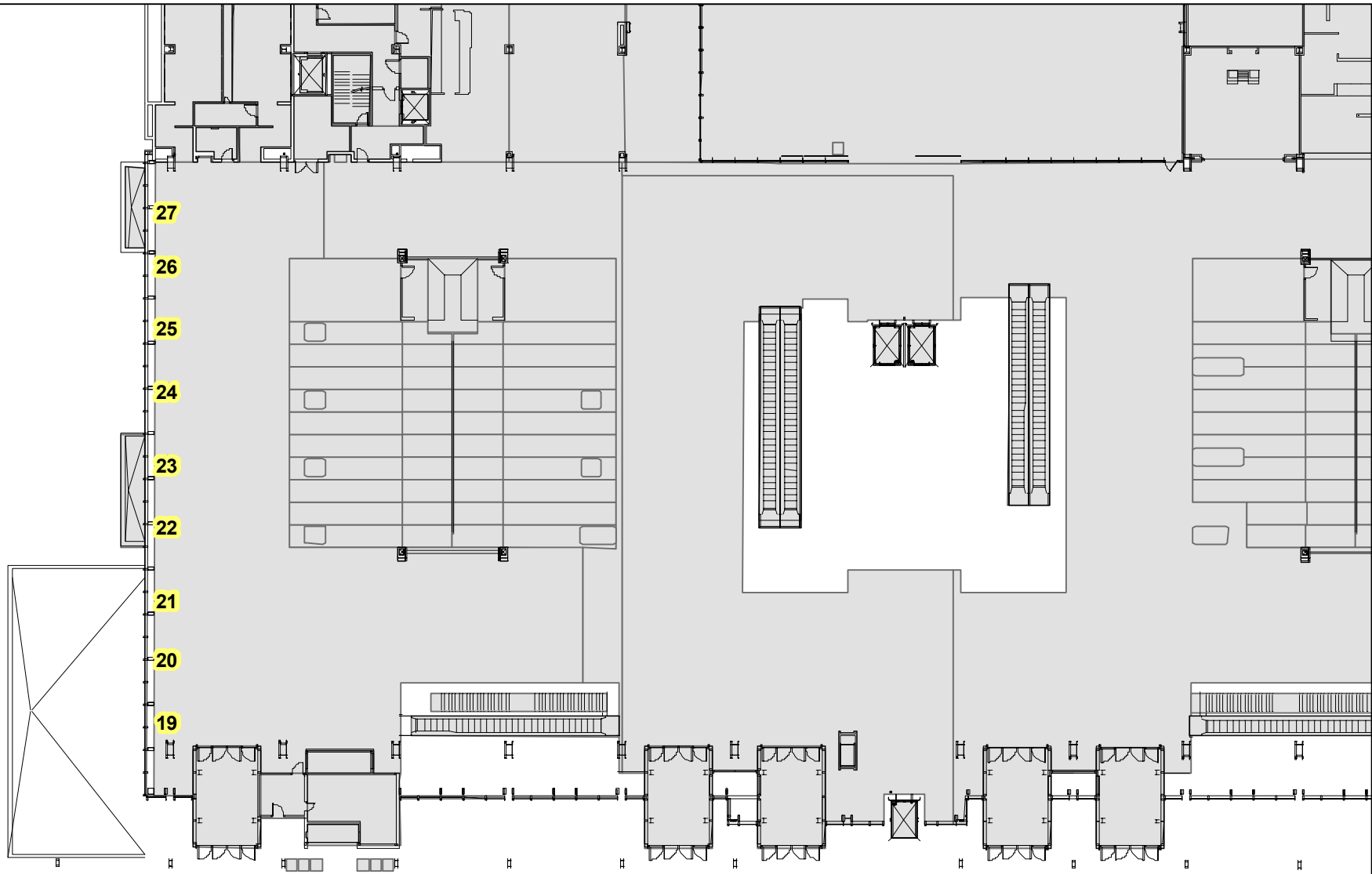


Terminal 2 (T2): Level 1

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\T2.mxd

1 inch = 60 feet





Terminal 2 (T2): Level 2: South Ticketing

Map Document: \\Rdugis1\GIS\Current_Projects\FE&MMX\2014\0424_Indoor_Plant_Locations\Maps\T2.mxd

1 inch = 40 feet





Terminal 2 (T2): Level 2: North Ticketing

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\T2.mxd

1 inch = 40 feet





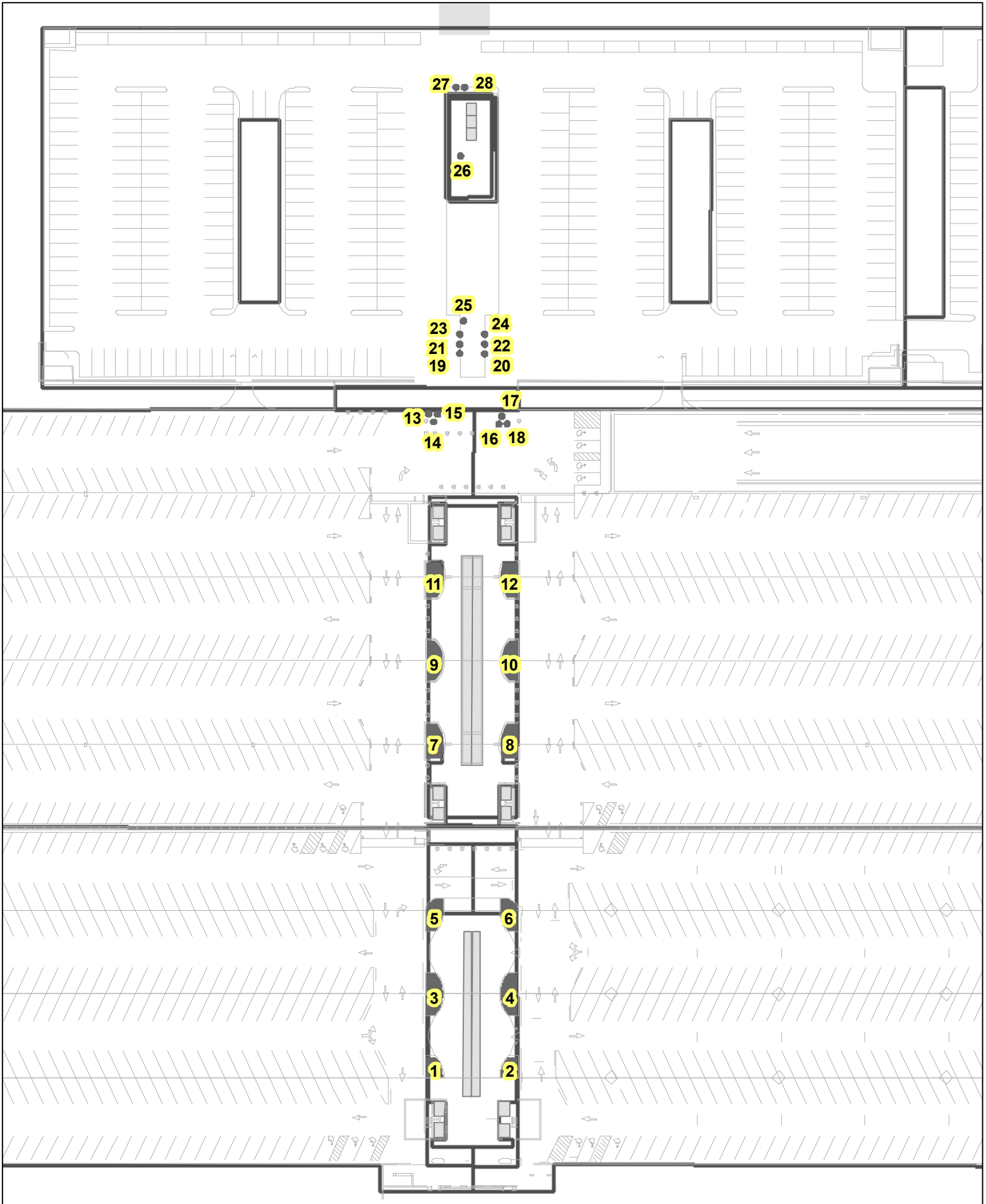
Terminal 2 (T2): Level 2: Security

Map Document: \\Rdugis1\\e\\GIS\\Current_Projects\\FE&MMX\\2014\\0424_Indoor_Plant_Locations\\Maps\\T2.mxd

1 inch = 40 feet



Map Document: \\Rdugis1\GIS\Current_Projects\FE&MMX\2014\0424_Indoor_Plant_Locations\Maps\PGs.mxd



Parking Garage Atrium/Walkway

1 inch = 80 feet





ID/Security Systems

Schedule of Fees

REVISED RATES EFFECTIVE, APRIL 1, 2010

TSA Mandated Background Checks

Security Threat Assessments (All badge categories)	\$ 15.00 per submittal
Non-Air Carrier Employees and Contractors (SIDA and Sterile)	\$ 50.00 per submittal
Air Carrier Employees with Air Carrier SON Account Number	\$ 19.00 per submittal

ID Badge and Key Fees

Tenant One Time Fees	\$ 25.00 per badge
Renewals	No Charge
Non-Tenant One Time Fees	
RDU Off-Airport Contractor Badge Fee	\$ 50.00 per badge
RDU General Aviation Badge Fee (FBO Sponsored Customer)	\$ 50.00 per badge
RDU Issued Key Fee	\$ 50.00 per key
RDU Issued Airside Vehicle Decal	\$ 50.00 per vehicle
Renewal Fees	No Charge*
*(New fees apply if the badge has expired 2 months beyond its expiration date)	

Lost and or Damaged ID Badge and Key Fees

Note Regarding Lost Replacement ID Badges and Keys – RDUAA uses the “3-strikes” enforcement policy whereby a badge is permanently revoked if the badge holder has lost more than 2 badges or more than 2 keys.

1 st Lost Replacement ID Badge or Key	\$ 50.00 each
2 nd Lost Replacement ID Badge or Key	\$100.00 each
Damaged ID Badge Fee	\$ 25.00 each

Penalty Fees Assessed Against Employer/Sponsor Who Fail to Collect RDU Issued Badges and/or Keys Issued From Departing Employees, Contractors or GA Customers.

TSA Regulated SIDA Badge	\$250.00 per badge
TSA Regulated Sterile Area or AOA (GA) Badge	\$100.00 per badge
Non-TSA Regulated Badges (TAXI, Car Rental, etc)	\$ 50.00 per badge
RDU Issued Keys to RDU Facilities	\$ 25.00 per key
Re-coring fee for each access portal needing rekeying	\$100.00 per each

Exhibit B
Proposer Information

Legal Company Name: _____

Parent Company Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____

RFP Contact Person and Title: _____

Contact Phone Number: _____ Fax: _____

Contact Email Address: _____

Contact Address (if different from address above):

Federal Tax ID: _____

Please supply the requested information in the space provided (attach additional sheets as needed). Responses will be used in determining the Proposer's level of responsibility in regards to providing the services solicited in this Request for Proposal. Additional materials may be submitted if used to supplement and/or exemplify the required responses.

1. Using the Proposer Reference Forms, Exhibit C, list five (5) references for which your company currently provides services comparable to the services required in this RFP. At least three (3) of the references must be for service contracts with companies local to the Triangle Area*. Attach the forms where indicated.
2. In the table below, provide information for the personnel that will have responsibility for the RDU Agreement.

Name of Employee	Position	Years in Industry	Years with Company

3. Indicate the number of service technicians currently employed by your company in the Triangle Area that are capable of performing services specified in this RFP: _____
4. List the licenses, certifications, and professional designations currently held by any of your staff that will provide services at RDU.

Name of Employee	Type license, certification, or designation	License #	Expiration Date

5. List any professional organizations that your company is a member of.

6. List any equipment that will be utilized to perform services at RDU.

7. Describe how your company will provide quality assurance for the required services. Provide supplemental materials if available.

8. Use the following space to note any exceptions to the Agreement provisions and requirements. Reference the appropriate page, and item number of the applicable contract requirement for each exception. Attach a separate sheet, titled "Exceptions to Requirements", which details the reasons for the exceptions and suggests an alternative for each. Attach Exceptions to Requirements where indicated. Any exceptions shall be fully explained and justified as described in the Proposal documents.

* Triangle Area is the geographical area within a thirty (30) mile radius of the Raleigh-Durham International Airport.

**Insert Reference Forms – Exhibit C Here
(Five Each)**

Insert Quality Assurance Supplemental Materials Here

Insert Exceptions to Requirements Documentation Here

Exhibit C
Proposer's Reference Form

(Copy as needed for all required references)

Proposer's Company Name: _____

Reference Company Name: _____

City and State of Reference: _____

Contract Dates: From: _____ To: _____ Total Months: _____

Annual Contract Value: \$ _____

Reference Contact Information

Name: _____

Title: _____

Phone Number: _____ Fax: _____

Email Address: _____

Description of Services Provided. Include quantities of plants, holiday decorating, and any other relevant information.

EXHIBIT D PROPOSAL PRICING SHEET

Indicate the proposed annual amount in the table below. The proposed amount includes plant and container rental charges, guaranteed plant maintenance services, blooming plant rotation, and the cost of labor and materials for initial installation.

Facility	Monthly Amount (round to nearest whole dollar)
Airport Operations Center (AOC)	\$
General Aviation Terminal (GAT)	\$
Maintenance Building (MX)	\$
RDU Center	\$
Terminal 1 (T1)	\$
Terminal 2 (T2)	\$
Parking Garage (PG)	\$
Monthly Total	\$

Indicate hourly labor rate for extra services and material/services markup in table below.

Hourly labor rate for extra services	\$
Markup on billable materials and subcontracted services	%

Indicate unit prices for the holiday decoration items listed below. Pricing includes delivery, installation, and take down.

12' artificial Olympia Pine Christmas tree with bow topper; prelit with white lights; undecorated	\$
20' artificial Olympia Pine Christmas tree with bow topper; prelit with white lights; undecorated	\$
5' Concord pencil tree with lights; heavily decorated	\$
30" artificial wreath with large decorative bow; installation from 6' step ladder	\$